



HOPE. WELLNESS. COMMUNITY.

Let's find it together.

Mental Health Student Services Act Project

Sub-Grant Application Process

Deadline to submit: March 31, 2023

Submission process: Please email the completed and signed Sub-grant application to grants@tricitymhs.org. For questions: Contact Erin Sapinoso, Program Analyst II, at esapinoso@tricitymhs.org or (909) 784-3091

Background

In March 2022, Tri-City Mental Health Authority (Tri-City/TCMHA) accepted a Mental Health Student Services Act (MHSSA) grant from the California Mental Health Services Oversight and Accountability Commission (MHSOAC) in an effort to meet the following aims:

- To promote school mental health as a prime opportunity to reach and serve at-risk children, families and neighborhoods;
- To reach children, youth, and their families in an environment where they are comfortable and that is accessible; and
- To help students succeed.

Through this MHSSA grant project, Tri-City is fostering stronger school-community mental health partnerships that can leverage resources to increase access to collaborative, culturally-relevant, coordinated, family-driven, community and school-based services for high-risk youth and young adults (ages 25 and under) in Pomona, Claremont, and La Verne. Tri-City is following a “no wrong door” philosophy, removing barriers to timely access to care, and providing young residents with mental health services on school campuses. Services include early intervention, suicide prevention, drop-out prevention, evidence-based mental health practices, and development and coordination of service plans to address ongoing needs.

As part of its MHSSA project, Tri-City is making grant funds available for partners to support associated efforts that “provide increased access to mental health services in locations that are easily accessible to students and their families.” To ensure funds are used in alignment with the purpose and goals of the MHSSA grant program and Tri-City’s specific MHSSA project, potential Sub-grantees are required to review, complete, and submit the following MHSSA Sub-grant Application.

Key Dates

Action	Date & Time
Request for Application (RFA) Release	February 1, 2023
Bidders' Conference	March 1, 2023
Application Deadline	March 31, 2023
Notice of Intent to Award*	June 1, 2023
Last day of Sub-grantee project activities	June 30, 2026*
Last day of Tri-City Mental Health Authority MHSSA grant project	December 31, 2026

**Last day of Sub-grantee project activities may occur earlier depending on approved project scope.*

Eligible Applicants

- Established Tri-City MHSSA project partners are highly encouraged to apply for Sub-grant funds. Priority will be given to school partners previously identified in Tri-City's MHSSA grant application. Identified partners include individual schools of each of the following educational systems (and the educational systems themselves):
 - o Pomona Unified School District
 - o Claremont Unified School District
 - o Bonita Unified School District
 - o The School of Arts and Enterprise
 - o Los Angeles County Office of Education
- Community partner agencies that work with youth populations specific to Tri-City's MHSSA project (e.g., LGBTQ+, youth in foster care, youth who have been suspended or expelled) may apply for a Sub-grant as part of this application process. Community partner agencies may potentially receive a Sub-grant depending on availability of funds after awards are allotted to previously identified district/school entities listed above.
- Sub-grantees must provide services for youth in the Tri-City service area: Pomona, Claremont, and La Verne.

Funding

- A total of \$860,000 is available for this Sub-grant opportunity through June 30, 2026. If additional funds remain available after this Sub-grant opportunity, Tri-City reserves the right to modify any contract to add additional funds. Awards will be based on the same criteria stated in this application.
- The Sub-grant award minimum will be \$16,000 and maximum will be \$48,000.
- Unspent funds and unspent accumulated interest, held by the Sub-grantees, will be monitored and may be returned to Tri-City unless there is an approved plan to fully expend these amounts. Sub-grantees must inform Tri-City of unspent funds as soon as possible or at least six months before the close of the Sub-grant.
- Undisbursed funds, held by Tri-City, may result in a reduction of grant funding unless there is an approved plan to fully expend these amounts.
- Sub-grant funds must be encumbered by June 30, 2026 and expended by September 30, 2026.

Contingencies

If the total funds available exceed the requested application amounts, Tri-City reserves the right to award additional amounts to grantees.

The intent of this grant is to award grants to all applicants that meet the threshold, but the actual amount of the grant received may be different than the amount requested.

Tri-City reserves the right to negotiate to finalize any contract.

Sub-grant Cycle

1. Sub-grants will be awarded for up to a three-year grant cycle with funds allocated in quarterly payments based on quarterly submission of invoices. Grant disbursements will be subject to the Sub-grantee's compliance with this application's requirements as submitted through their proposal, which will be incorporated into the contract. Sub-grants may be awarded for a short-term project, single year endeavor, or multi-year venture.
2. Sub-grant funds must be encumbered by June 30, 2026 and expended by September 30, 2026.
3. In order to assist Sub-grantees with managing their contract, Tri-City will facilitate regular check-in meetings (monthly or quarterly as appropriate) either in-person, by phone or some other agreed upon arrangement. The intent is for the Sub-grantee to provide a status on their project including, but not limited to, reporting requirements, hiring, spending, schedule, and any other relevant issues specific to their proposed work.
4. Tri-City may withhold funds from a Sub-grantee who fails to meet the reporting requirements, falls behind schedule, has unexpended funds, or modifies the scope of the project. If a Sub-grantee finds itself in this position, the Sub-grantee shall immediately contact Tri-City and provide a mitigation plan to address the contractual project deficiency. Tri-City may withhold funds until an agreed upon mitigation plan is submitted and accepted by Tri-City.
5. If a mitigation plan is not submitted or if it has not been accepted, Tri-City reserves the right to reduce a grant award by the amount of any unexpended funds.

Allowable Costs

- Sub-grant funds must be used as proposed in the Sub-grant application, in compliance with the MHSSA, and in alignment with Tri-City's MHSSA Project Plan as approved by MHSOAC.
- The MHSSA provides the following guidance on allowable costs:
 - o Personnel and/or peer support.
 - o Contractor, technical assistance, and other support.
 - o Program costs include, but are not limited to training, technology (e.g., telehealth), facilities improvements, and transportation.
 - o Facilities/Capital Outlay. Refer to Appendix 1 – Federal and State Guidance, for federal guidance on these types of expenditures.
 - o Funds may also be used to facilitate linkages and access to ongoing and sustained services, including:
 - Services provided on school campuses,

- Suicide prevention services
- Drop-out prevention services,
- Outreach to high-risk youth and young adults, including, but not limited to, foster youth, youth who identify as LGBTQ+, and youth who have been expelled or suspended from school.
- Placement assistance and development of a service plan that can be sustained over time for students in need of ongoing services.
 - Funds may also be used to provide other prevention, early intervention, and direct services, including, but not limited to, hiring qualified mental health personnel, professional development for school staff on trauma-informed and evidence-based mental health practices, and other strategies that respond to the mental health needs of children and youth.
- Sub-grant funds may be used to supplement, but not supplant existing financial and resource commitments of the county, city, or multi-county mental health or behavioral health departments, or a consortium of those entities, or educational entities that receive a Sub-grant.
- Sub-grant funds cannot be transferred to any other program account for specific purposes other than the stated purpose of this Sub-grant.
- All expenditures must only support the program funded by the Sub-grant.

Data Collection and Reporting

- Sub-grantees are required to collect and report data twice a year.
- Tri-City will work with Sub-grantees to develop a calendar, tools, and templates to assist with collecting and reporting required data.

Mental Health Student Services Act Project

Sub-Grant Application Form

Applicant Information

Please complete the following information:

1. Entity

Name of agency/organization:

Website: Main Phone Number:

Address:

2. Main Contact

Full Name *(First, Last)*: Title/Position:

Email: Phone Number:

Mailing Address:

3. Authorized Representative

Full Name *(First, Last)*: Title/Position:

Email: Phone Number:

Mailing Address:

4. Which of the following systems is the applicant part of or associated with?

Please select all that apply:

- Bonita Unified School District
- Claremont Unified School District
- Pomona Unified School District
- The School of Arts and Enterprise
- Los Angeles County of Education
- Other *(Please provide name of affiliated system as applicable)*:

5. Which community(ies) will these MHSSA funds serve?

Please select all that apply.

- Pomona
- Claremont
- La Verne

Proposed Project

6. Please provide a description of the project/program that will be funded by this MHSSA Sub-grant.

How does it align with the purpose of the MHSSA program? What is the timeline? What and who are involved in implementation? Where will the project take place/where will the services be provided (e.g., on school campus)? *(Limit response to 1,000 characters)*

7. What need(s) does this proposed project address? *(Limit response to 1,000 characters)*

8. How will MHSSA Sub-grant funds be used?

E.g., Will these funds be used towards a personnel position, materials to provide support services, professional development, community education, etc.)? *(Limit response to 1,000 characters)*

9. How will youth and families (in particular "high risk" populations) in the Tri-City service area (Pomona, Claremont, and La Verne) benefit from what is being proposed?

(Limit response to 1,000 characters)

10. Which school level(s) will these Sub-grant funds be used for?

Please select all that apply:

- Pre-Kindergarten
- Elementary School
- Middle School
- High School
- College/University

11. Which "high-risk" population(s) will be the focus of these Sub-grant funds?

Please select all that apply:

- Foster youth
- Youth who identify as lesbian, gay, bisexual, transgender, or queer
- Youth who have been expelled or suspended from school
- Other (Please describe):

12. Which goal(s) of the MHSSA grant will these Sub-grant funds be used to achieve?

Please select all that apply:

- Preventing mental illnesses from becoming severe and disabling
- Improving timely access to services for underserved populations
- Providing outreach to families, employers, primary care health care providers, and others to recognize the early signs of potentially severe and disabling mental illnesses
- Reducing the stigma associated with the diagnosis of a mental illness or seeking mental health services
- Reducing discrimination against people with mental illness
- Preventing negative outcomes in the targeted population, including, but not limited to:
 - Suicide and attempted suicide
 - Incarceration
 - School failure or dropout
 - Unemployment
 - Prolonged suffering
 - Homelessness
 - Removal of children from their homes
 - Involuntary mental health detentions

13. Which of the following support services will MHSSA Sub-grant funds be used to provide?

Please select all that apply:

- Services provided on school campuses, to the extent practicable
- Suicide prevention services
- Drop-out prevention services
- Outreach to high-risk youth and young adults, including, but not limited to, foster youth, youth who identify as lesbian, gay, bisexual, transgender, or queer, and youth who have been expelled or suspended from school
- Placement assistance and development of a service plan that can be sustained over time for students in need of ongoing services

14. How (if at all) will MHSSA funds be used to provide other prevention, early intervention, and direct services, including, but not limited to, hiring qualified mental health personnel, professional development for school staff on trauma-informed and evidence-based mental health practices, and other strategies that respond to the mental health needs of children and youth?

(Limit response to 1,000 characters)

Financial Information

15. What is the total Sub-grant amount requested?

16. What is the budget amount for the proposed project?

17. Please provide a project budget and budget narrative.

(Include as an attachment to this application.)

18. Please provide a W-9 for the applicant entity.

(Include as an attachment to this application.)

Certification

By submitting this application, Sub-grantees agree to fulfill requirements of MHSSA Sub-grant disbursement including:

- MHSSA Sub-grant funds may be used to supplement, but not supplant, existing financial and resource commitments of county, city, or multi-county mental health or behavioral health departments, or a consortium of those entities, or educational entities that receive a grant.
- Potential MHSSA Sub-grantees must complete the MHSSA Sub-grant application.
- Each selected organization as a MHSSA Sub-grantee must enter into a memorandum of understanding/agreement with Tri-City Mental Health Authority to receive MHSSA grant funds.
- Each MHSSA Sub-grantee must collect and track required data and complete semi-annual (twice a year) reports to be submitted to Tri-City for transmission to MHSOAC.
- Each MHSSA Sub-grantee must complete and submit quarterly invoices accompanied by financial reports.
- Each MHSSA Sub-grantee must participate in quarterly check-in meetings with Tri-City staff to discuss challenges, address financial issues, etc.
- Each MHSSA Sub-grantee must participate in grant partner meetings to share updates and engage with other MHSSA collaborators on how to better serve community youth.

I have read, acknowledge, and agree to fulfilling the above requirements.

Signature

Applicant Authorized Representative

Print Name: Title/Position:

Signature: Date:

To be signed by the Applicant Authorized Representative.

Mental Health Student Services Act Project

Sub-Grant Application Review and Scoring

Applications will first be separated into two categories: school partners and non-school partner organizations. Priority will be given to school partners based on the purpose of the MHSSA grant and Tri-City's specific project. School partner applications will be reviewed, scored, and ranked first (from highest score to lowest score). Sub-grant funds will be awarded starting with the highest score and continuing in rank until all eligible school partner applicants receive an award.

Once all school partner applications have been reviewed, scored, and ranked, and sub-grant funds are still available, Tri-City will go through the same review, score, and rank process with non-school partner applications to determine remaining sub-grant awards.

Applications will be reviewed and scored based on completeness and the Applicant's response to each prompt. Applicants that meet the threshold of scoring at least 60% of the available points are eligible to receive a sub-grant. Points will be assigned based on responses meeting MHSSA project requirements, including the quality of items asked for in the prompts. The more complete the response, the more points will be awarded up to the total point designated for each question.

Application Scoring Criteria				
Response does not address the question	Response is partially complete including reasonableness (less than 30%)	Response is partially complete including reasonableness (30% - less than 50%)	Response is partially complete including reasonableness (50% - 90%)	Response is fully complete including reasonableness (90%+)
0% of available points	25% of available points	50% of available points	75% of available points	100% of available points

Scoring			
Section	Question	Scoring content	Points
Applicant information			
1	Main contact	Complete	Pass/Fail
2	Authorized representative	Complete	Pass/Fail
3	Entity	Complete	Pass/Fail
4	Associated system(s)	Complete	Pass/Fail
5	Community(-ies) served	Complete	Pass/Fail
Proposed project description			
6	Proposed project description	Alignment with MHSSA program purpose; project timeline; people involved in implementation; location(s) of project and services	10
7	Need	Description of problem being addressed	10

8	Use of MHSSA sub-grant funds	Allowable costs	10
9	Benefit to ["high-risk"] youth and families	Impact of project and services	10
10	School level(s)	Complete	Pass/Fail
11	"High risk" population(s) focus	Complete	Pass/Fail
12	Goals	Complete	Pass/Fail
13	Support services	Complete	Pass/Fail
14	Other response strategies	Additional information about meeting children and youth mental health needs as necessary	10
Financial information			
15	Sub-grant amount request	Complete	Pass/Fail
16	Proposed project budget amount	Complete	Pass/Fail
17	Project budget and narrative provided	Complete	Pass/Fail
18	W-9 provided	Complete	Pass/Fail
Certification			
19	MHSSA Sub-grant disbursement requirements	Complete	Pass/Fail
20	Authorized signature	Complete	Pass/Fail
Total possible points			50
Points to be eligible for a Sub-grant			30