

Behavioral Health Student Services Act (BHSSA) Substance Use Disorder (SUD) Sub-grant: Application Process

Deadline to submit: October 30, 2026

Submission process: Please email the completed and signed Sub-grant application ('Attachment A') and corresponding attachments ('Attachments B, C, D, E, F, and G') to grants@tricitymhs.org. NOTE: All information provided in the Sub-grant application will be used in the *Business Associate Agreement* ("Agreement") incorporated hereto as 'Attachment E'. For questions, contact Erin Sapinoso, Strategic Initiatives Director, at esapinoso@tricitymha.ca.gov or (909) 784-3091.

Background

In March 2022, Tri-City Mental Health Authority (TCMHA) accepted a Behavioral Health Student Services Act (BHSSA previously [Mental Health Student Services Act](#)/MHSSA) grant from the Commission for Behavioral Health (CBH previously the California Mental Health Services Oversight and Accountability Commission) to meet the following aims: promote school mental health as a prime opportunity to reach and serve at-risk children, families, and neighborhoods; reach children, youth, and their families in an environment where they are comfortable and that is accessible; and help students succeed. In May 2026, TCMHA accepted a substance use disorder (SUD) amendment to its original BHSSA contract to expand, enhance, and/or extend existing SUD supports

Through its BHSSA project, TCMHA fosters 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. Focal populations for targeted outreach include children and youth who are in foster care; those who identify as lesbian, gay, bisexual, transgender, or queer; and those who have been expelled or suspended from school. TCMHA follows a "no wrong door" philosophy to remove barriers to timely access to care and to provide young residents with mental and behavioral health services.

School and Community Partnership

As part of its BHSSA project, TCMHA makes 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." The first round of sub-grants was awarded in June 2023, the second round was awarded in June 2024, and the third round was awarded in June 2025.

This application process signifies the fourth and final round of BHSSA sub-grant awards with a focus on SUD—to expand, enhance, and/or extend existing SUD services and supports that already have a system/infrastructure through which to operate. The aim is to increase access to and awareness of school based and community-based SUD supports, including resource linkage and navigation within TCMHA's behavioral health continuum of care.

To ensure funds are used in alignment with the purpose and goals of the BHSSA SUD grant program and TCMHA's specific project, potential sub-grantees are required to review, complete, and submit the BHSSA SUD sub-grant application ('Attachment A'). All sub-grant awards will be subject to sub-grant entities entering into a *Business Associate Agreement* ('Attachment E') for the services indicated under the sub-grantee's application which will be incorporated and made part of said Agreement.

Key Dates

Action	Date & Time
Request for application (RFA) release	September 28, 2026
Bidders' conference	October 5, 2026
Application deadline	October 30, 2026
Notice of intent to award	November 30, 2026 (Tentative)
Award of contract*	December 16, 2026 (Tentative)
Start of sub-grant agreement term and activities	January 1, 2027
End of sub-grant agreement term and activities	December 31, 2027
End of Tri-City Mental Health Authority BHSSA SUD grant activities	March 31, 2028

* TCMHA reserves the right to make no award of contract.

Eligible Applicants

- Established TCMHA BHSSA partners are highly encouraged to apply for SUD sub-grant funds. Priority will be given to school partners previously identified in TCMHA's approved BHSSA project including the following educational systems and individual schools of each therein.
 - o Pomona Unified School District
 - o Claremont Unified School District
 - o Bonita Unified School District
 - o The School of Arts and Enterprise
- Other schools and community agencies that work with student populations specific to TCMHA's BHSSA project (e.g., LGBTQ+, youth in foster care, youth who have been suspended or expelled) may apply for a SUD sub-grant as part of this application process. Other schools and community agencies may potentially receive a SUD sub-grant depending on availability of funds after awards are allotted to previously identified priority districts/school entities listed above.
- Priority will be given to local school districts, schools, and non-profit organizations located within TCMHA's service area (Pomona, Claremont, and La Verne).
- Sub-grantees must provide services for youth in TCMHA's service area: Pomona, Claremont, and La Verne.

Funding

- A total of \$215,000 is available for this BHSSA SUD sub-grant opportunity for activities to occur January 1, 2027 through December 31, 2027. If funds remain available, TCMHA reserves the right to modify any contract to add additional funds. Any modified awards will be based on the same criteria stated in this application.
- The sub-grant award amount is estimated to be \$30,000-\$50,000, subject to selected projects and available funds. TCMHA reserves the right to modify any contract fund amount.
- Unspent funds and unspent accumulated interest, held by the sub-grantees, will be monitored and may be returned to TCMHA unless there is an approved plan to fully expend these amounts. Sub-grantees must inform TCMHA of unspent funds as soon as possible or at least six months before the close of this sub-grant.
- Undisbursed funds, held by TCMHA, may result in a reduction of grant funding unless there is an approved plan to fully expend these amounts by the end of the sub-grant term.
- All SUD sub-grant activities must end and all SUD sub-grant funds must be expended by December 31, 2027.

Contingencies

If the total available funds exceed the requested application amounts, or if the requested application amounts exceed the total funds available, TCMHA reserves the right to modify sub-grantee award amounts as appropriate.

The intent is to award grants to all applicants that meet the criteria and scoring threshold, but the actual amount of the award may be different than the amount requested by the sub-grantee.

Sub-grant Cycle

1. Sub-grants will be awarded for a one-year period (January 1-December 31, 2027) with funds allocated in quarterly payments based on quarterly submission of invoices and corresponding narrative reports. Grant disbursements will be subject to the sub-grantee's compliance with the requirements set forth in the Agreement. A sub-grant may be awarded for a single, one-time event, short-term project (e.g., three months) or year-long endeavor.
2. All BHSSA SUD sub-grant activities must be completed, and all BHSSA SUD funds must be expended by December 31, 2027.
3. To assist sub-grantees with managing their respective contract, TCMHA will facilitate regular check-in meetings (monthly or quarterly, as appropriate) virtually, in-person site visits, by phone, or some other agreed upon arrangement. The intent is for the sub-grantee to provide updates on their project's status including but not limited to, reporting requirements, hiring, spending, schedule, and any other relevant issues specific to their proposed work.
4. TCMHA 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 TCMHA and provide a mitigation plan to address the contractual project deficiency. TCMHA may withhold funds until an agreed upon mitigation plan is submitted and accepted by TCMHA.
5. If a mitigation plan is not submitted or if it has not been accepted, TCMHA reserves the right to reduce a grant award by the amount of any unexpended funds.

Community Campaign

In May 2026, TCMHA launched its *Be Kind to Your Mind* community campaign to increase mental health awareness and to reduce and end mental health stigma and discrimination. As part of its BHSSA SUD amendment, TCMHA is building on *Be Kind to Your Mind* to increase awareness of school-based and community-based SUD supports and resources across its behavioral health continuum of care. BHSSA SUD sub-grantees are expected to participate with *Be Kind to Your Mind* activities (e.g., by sharing or re-posting related social media posts, distributing print materials, promoting associated events/activities, etc.) and contribute to campaign outreach to students and families. As part of campaign participation, BHSSA SUD sub-grantees will be required to track and share social media engagement activity and administer CBH's pre- and post SUD Awareness Survey (to capture knowledge of school-based and broader continuum of care SUD supports, where to access those supports, likelihood of using SUD supports when needed, and likelihood of referring others to SUD supports).

Allowable Costs

- Sub-grant funds must be used as proposed in the Sub-grant Application Form (Attachment A and to be incorporated as an Exhibit to the Agreement), in compliance with the BHSSA, and in alignment with TCMHA's BHSSA SUD Workplan as approved by CBH.
- Guidance on SUD program components includes:
 - o "SUD supports" include but are not limited to: increasing access to and awareness of, school-based and broader SUD supports, including resource linkage and navigation to SUD services within TCMHA's

behavioral health continuum of care; training and education (e.g., how to administer naloxone/Narcan); prevention-based curricula; referrals/resource connections; screening and interventions.

- Expanding access to services to include treatment for individuals with SUD
- Expanding, enhancing, and/or extending existing SUD supports in local education agency schools
- Collaboration with and participation in TCMHA's outreach and awareness campaign to increase awareness of school-based and community-based SUD supports and resources across TCMHA's behavioral health continuum of care
- Administering CBH's baseline SUD Awareness Survey (intended to capture knowledge of both school-based and broader continuum of care SUD supports, where to access those supports, likelihood of using SUD supports when needed, and likelihood of referring others to SUD supports) to a target group(s) (e.g., students, family members, caregivers, and/or school faculty/staff who engage with SUD supports). A post SUD Awareness Survey shall be administered at least once in the sub-grant year to all individuals administered the baseline Awareness Survey. Sub-grantee SUD Awareness survey results shall be provided to TCMHA and include:
 - De-identified, baseline data survey results submitted using the baseline SUD Awareness Survey reporting template provided by CBH
 - De-identified, aggregate survey results for all individuals who participated in the baseline SUD Awareness Survey submitted using the Annual SUD Awareness Survey reporting template provided by CBH
- The BHSSA provides the following guidance on allowable costs:
 - Personnel and/or peer support.
 - Contractor, technical assistance, and other support.
 - Program costs include, but are not limited to training, technology (e.g., telehealth), facilities improvements, and transportation.
 - 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.
- BHSSA SUD 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.
- BHSSA SUD 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 this BHSSA SUD sub-grant.

Data Collection and Reporting

- TCMHA staff will work with sub-grantees to develop a calendar, tools, and templates to assist with collecting and reporting required data.
- Sub-grantees will be required to administer CBH's baseline SUD Awareness Survey (intended to capture the target group's knowledge of both school-based and broader continuum of care SUD supports, where to access those supports, likelihood of using SUD supports when needed, and likelihood of referring others to SUD supports) to a target group(s) (e.g., students, family members, caregivers, and/or school faculty/staff who will engage with SUD supports). A post SUD Awareness Survey shall be administered at least once in the sub-grant year to all individuals administered the baseline Awareness Survey. Sub-grantee SUD Awareness survey results shall be provided to TCMHA and include:
 - o De-identified, baseline data survey results using the baseline SUD Awareness Survey reporting template provided by CBH
 - o De-identified, aggregate survey results for all individuals who participated in the baseline SUD Awareness Survey using the Annual SUD Awareness Survey reporting template provided by CBH
- Sub-grantees shall complete and submit quarterly narrative reports within 14 days after the end of each reporting period using the report template provided by TCMHA that details:
 - o Progress made toward the defined goals, activities, plans, and metrics of success
 - o Type and number of SUD supports provided during the given reporting period
 - o Demographic overview of individuals receiving SUD supports
 - o Other information requested by CBH in advance of the submission deadlines and included on the SUD report template, if available and/or obtainable by the sub-grantee
- Sub-grantees are required to collect and report data twice a year. Data points include:
 - o Number of students served via:
 - Tier 1 Universal, Large Group Services and Supports
 - Tier 2 Small Group Mental Health Services
 - Tier 3 Individual Mental Health Services
 - Universal, Group or Individual Mental Health Screening
 - Referrals to Community/County Mental Health Services
 - Direct-Provided Training and Outreach
 - o Demographic information
 - Grade level
 - Sex/gender and sexual orientation
 - English learner
 - Race/ethnicity
 - Socially/economically disadvantaged
 - Homelessness
 - Foster youth
 - Suspended or expelled
 - Chronic absenteeism
 - Disabilities and special education services
 - o Number and type of participants
 - Students
 - Parents/ guardians/ family members
 - School or district staff
 - o Youth-serving organization staff/ other community members