



Mental Health Student Services Act Project Sub-grant Round 3: Application Process

Deadline to submit: March 31, 2025

Submission process: Please email the completed and signed Sub-grant application ('Attachment A') and corresponding attachments ('Attachments B, C, D, F, and G') to grants@tricitymhs.org.

NOTE: All information provided in the Sub-Grant Application will be used in the *Independent Contractor Agreement* ("Agreement") incorporated hereto as 'Attachment E'.

For questions, contact Erin Sapinoso, Grants Manager, at esapinoso@tricitymhs.org or (909) 784-3091.

Background

In March 2022, Tri-City Mental Health Authority (TCMHA) accepted a [Mental Health Student Services Act](#) (MHSSA) grant from the California Mental Health Services Oversight and Accountability Commission (MHSOAC) 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.

Through this MHSSA grant project, TCMHA 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. 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 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, TCMHA 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." The first round of MHSSA sub-grants was awarded in June of 2023 and the second round was awarded in June 2024. This application process signifies the third and final round of MHSSA sub-grant awards. To ensure funds are used in alignment with the purpose and goals of the MHSSA grant program and TCMHA's specific MHSSA project, potential sub-grantees are required to review, complete, and submit the MHSSA sub-grant application ('Attachment A'). All grant awards will be subject to sub-grant entities entering into an *Independent Contractor 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	February 3, 2025
Bidders' Conference	February 27, 2025
Application Deadline	March 31, 2025
Notice of Intent to Award Sub-grant	June 2, 2025 (Tentative)
Award of Contract*	June 19, 2025 (Tentative)
Last day of Sub-grantee project activities	June 30, 2026**
Last day of Tri-City Mental Health Authority MHSSA grant project	December 31, 2026

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

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

Eligible Applicants

- Established TCMHA MHSSA project partners are highly encouraged to apply for sub-grant funds. Priority will be given to school partners previously identified in TCMHA's MHSOAC-approved 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 TCMHA'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.
- Priority will be given to local school districts, schools, and non-profit organizations located within TCMHA's catchment area (Pomona, Claremont, and La Verne).
- Sub-grantees must provide services for youth in the TCMHA service area: Pomona, Claremont, and La Verne.

Funding

- A total of \$210,000 is available for this round 3 sub-grant opportunity through June 30, 2026. 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 estimated sub-grant award amount is \$30,000 subject to 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.
- 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, 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 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 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 short-term project (e.g., three months) or single year endeavor.
2. Sub-grant funds must be encumbered by June 30, 2026 and expended by September 30, 2026.
3. To assist sub-grantees with managing their respective contract, TCMHA 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 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.

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 MHSSA, and in alignment with TCMHA'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 this sub-grant.

Data Collection and Reporting

- Sub-grantees are required to collect and report data twice a year. Data points include:
 - 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
 - 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
 - Number and type of participants
 - Students
 - Parents/ guardians/ family members
 - School or district staff
 - Youth-serving organization staff/ other community members
- TCMHA staff will work with sub-grantees to develop a calendar, tools, and templates to assist with collecting and reporting required data.