



A Tradition of Stewardship
A Commitment to Service

County of Napa

Health and Human Services Agency

Mental Health Division

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)

Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Project

The Napa County Mental Health Division announces a Request for Qualifications and Proposals (RFQP) from qualified agencies/organizations to administer and provide services for the Division's Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) PEI Project as approved by the state Mental Health Services Oversight and Accountability Commission (MHSOAC).

This project will initially be a 6-month effort of the Mental Health Division, with a projected start date of January 17, 2011, and will be funded at up to \$43,500 through June 30, 2011. Renewal funding for FY 2011-2012 is dependent on the allocations of PEI funds and the provider's demonstrated ability to effectively implement the project.

NOTICE IS HEREBY GIVEN:

That the COUNTY OF NAPA, Mental Health Division, will receive Proposals from qualified agencies/organizations (Applicants) for services as outlined in this Request for Qualifications and Proposals (RFQP) available from:

<http://www.countyofnapa.org/Procurement/>

Date Issued:
Deadline for Submissions:

Wednesday, November 3, 2010
Monday, November 29, 2010, 5:00 PM

Table of Contents

(Control + Click on each heading to follow link and go to that particular section)

COVER PAGE - REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)	1
TIMELINE FOR LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUESTIONING (LGBTQ) PEI PROJECT	3
LGBTQ PEI PROJECT	4
BACKGROUND	4
CONTACTS BETWEEN APPLICANT AND COUNTY	5
GROUND FOR REJECTION/DISQUALIFICATION OF PROPOSALS	6
EVALUATION, SCORING AND AWARD OF FUNDING	7
APPEAL PROCESS.....	7
SCOPE OF WORK	8
AVAILABLE FUNDING.....	9
PROPOSAL INSTRUCTIONS	11
ATTACHMENT 1 - PROPOSAL SUBMISSION DEADLINE AND CHECKLIST	14
ATTACHMENT 2 - PROPOSAL COVER SHEET FOR SINGLE AGENCY or LEAD AGENCY PROPOSAL.....	15
ATTACHMENT 3 - PROPOSAL COVER SHEET FOR JOINT AGENCY PROPOSAL.....	16
ATTACHMENT 4 - BUDGET INSTRUCTIONS	17
ATTACHMENT 5 - BUDGET FORM	20

**TIMELINE¹ FOR AWARD OF LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND
QUESTIONING (LGBTQ) PEI PROJECT**

All applicants are hereby advised of the following schedules and will be expected to adhere to the specified performance requirements:

RFQP released	November 3, 2010
Bidders' Conference Call	November 12, 2010
Proposals due	November 29, 2010
Review Panel Meeting	Nov. 30 – Dec. 1, 2010
Applicant Interviews	December 2, 2010
Evaluation and scoring of proposals completed	December 3, 2010
Review Panel Recommendations to Mental Health Director for Review	December 3, 2010
Posting of Mental Health Director's Intent to Award and Letter Sent to Prospective Contractors	December 8, 2010
Appeal Period	December 8-13, 2010
Contract Development with Prospective Contractor	December 8-17, 2010
Contract to Fiscal Department	December 20, 2010
Board Item to County Administrator's Office	December 27, 2010
Contract on Board of Supervisors Agenda for Review/Approval	January 11, 2011
Notification of Award	January 12, 2011
Services Begin	January 17, 2011
Contract end date ²	June 30, 2011

¹ The timeline outlined is subject to adjustment.

² With potential for annual renewal

LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUESTIONING (LGBTQ) PREVENTION AND EARLY INTERVENTION (PEI) PROJECT

Napa County's Mental Health Division announces a Request for Qualifications and Proposal (RFQP) from qualified organizations for the Division's Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) PEI Project.

The selected applicant will specifically address the disparities in access to mental health services for the Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) population of Napa County.

Through this project, the successful applicant will:

- Convene a LGBTQ Advisory Board to guide the development and implementation of this project;
- Provide training and technical assistance to PEI funded projects to increase their capacity to screen and serve LGBTQ individuals and their families in order to provide timely and appropriate mental health prevention and early intervention referrals and services; and
- Develop or select a logo and certification process to help LGBTQ individuals identify organizations that are committed to providing services to the LGBTQ population in an affirming and culturally competent manner.

The goal of the project is to encourage and support providers to make changes in their organizational practices to make all mental health prevention and early intervention services in Napa County more accessible to LGBTQ individuals.

BACKGROUND

The Mental Health Services Act (MHSA), passed by California voters in 2004, provides funding to build a mental health system where access is easier, services are more effective, out-of-home and institutional care are reduced and stigma toward those with severe mental illness or serious emotional disturbance no longer exists. In addition to Prevention and Early Intervention (PEI), MHSA funds support local capital facilities and technology improvements, innovative programs and comprehensive services for children, youth, adults and older adults living with serious mental illness.

After an extensive community planning process that identified local unserved/underserved populations that met the PEI guidelines established by the California Department of Mental Health, Napa County received approval from the Mental Health Oversight and Accountability Commission (MHSOAC) of its proposed plan for PEI programs in June of 2010. The Mental Health Division's PEI Plan includes the following programs:

- American Canyon PEI Project
- Domestic Violence PEI Project
- Lesbian Gay Bisexual Transgender Questioning (LGBTQ) PEI Project

- Native American PEI Project
- Older Adult PEI Project
- St. Helena and Calistoga PEI Project

Applicants are encouraged to reference the approved PEI plan that was submitted to the MHSOAC and State Department of Mental Health. This RFQP represents the Mental Health Division's interest in soliciting providers who are qualified to implement the Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) PEI Project. The Division's PEI Plan can be viewed in its entirety by clicking on this link:

http://www.dmh.ca.gov/MHSOAC/docs/PEI/Napa/Napa_PEI_Final.pdf

The Napa County Prevention and Early Intervention (PEI) Plan represents a shift from mental health services that have traditionally been driven by diagnosis and medical necessity criteria—largely due to funding constraints and the obligation of the mental health system to serve those with the most acute needs. Prevention and Early Intervention, in a mental health context, involves reducing risk factors or stressors and increasing protective factors to help prevent the initial onset or worsening of mental illness.

Prevention promotes positive cognitive, social, and emotional development, and encourages a state of well-being that allows the individual to function well in the face of changing and sometimes challenging circumstances. There are three types of prevention within the mental health spectrum:

1. Universal prevention strategies target population groups regardless of their level of risk.
2. Selective interventions target population groups at higher than average risk of developing mental health problems.
3. Indicated interventions target individuals identified as having signs or symptoms of mental health problems but who do not yet meet diagnostic criteria for treatment.

Early Intervention is directed toward individuals and families for whom a short duration (usually less than one year) and relatively low-intensity intervention is appropriate to support well-being in major life domains and to ameliorate a mental health problem or concern very early in its manifestation, thereby avoiding the need for more extensive mental health treatment or services.

CONTACTS BETWEEN APPLICANT AND COUNTY

County staff contact: During the period from issuance of this RFQP and the award of the contract to a successful Applicant, contact regarding the specific subject of this RFQP between potential or actual Applicants and County staff is restricted under the terms of this section. Except as outlined herein, neither Applicant nor County staff shall discuss, question or answer questions, or provide or solicit

information, opinion, interpretation, or advocate or lobby regarding this RFQP. A documented instance of such contact by an actual or potential Applicant shall be grounds for disqualification from the process. County staff is defined as any employee compensated for his/her services, in an allocated position, by the County, or any elected official.

Designated contact person: For the purposes of this RFQP, the central contact person for all inquiries regarding the RFQP is **Felix Bedolla, Mental Health Division Project Manager, 2261 Elm St., Bldg B, Napa, CA 94559, (707) 299-1759, Felix.Bedolla@countyofnapa.org**. All inquiries shall be forwarded to the above-referenced person, and any answers, written or verbal, shall be only made by her.

Bidders' Conference Call: Applicants are encouraged to participate in a Bidders' Conference Call. At that time, all questions will be answered regarding any areas that need clarification. The conference call will take place on November 12, 2010. Please contact Felix Bedolla to confirm your participation in the Bidders' Conference Call. Applicants are encouraged to submit their questions when they call to confirm their interest in participating on the conference call. The Conference Call-In number and time of the call will be provided to prospective applicants who have confirmed their participation once the final number of participants has been determined.

GROUND FOR REJECTION/DISQUALIFICATION OF PROPOSALS

The following shall cause the **immediate** rejection/disqualification of a proposal:

1. Any proposal not received at the time and place specified in the RFQP.
2. Any proposal not plainly marked with the name and address of the submitting individual or organization and the program name, when such omission results in either a premature or delayed opening of the proposal, and potentially compromises the integrity of the competitive process.
3. Material noncompliance with RFQP requirements.
4. Material non-responsiveness to programmatic requirements.

A defect in a proposal may be either material or immaterial. The nature of the defect must be determined by the committee making the initial review, on a case by case basis. In general, typographic errors or errors in computation, or simple mistakes which are easily corrected or unambiguous interpretation could be determined to be immaterial by the review committee. In the judgment of the review committee, a proposal may nevertheless be found to contain such individual, immaterial defects as to render the proposal as a whole to be materially non-compliant and thus rejected. Note that a finding of any immaterial defect(s) and consequent format compliance only admits the proposal to the formal evaluation and scoring; such defects may nevertheless result in loss of points awarded at the evaluation.

Subsequent to the opening of the proposals, all proposals will be reviewed to determine which ones meet the format requirements specified in the request for proposal.

EVALUATION, SCORING AND AWARD OF FUNDING

Process

1. The Mental Health Division will establish a Review Panel composed of independent reviewers to assist in the evaluation of all proposals. The Review Panel shall not include potential contractors or persons affiliated with potential contractors. Review Panel members may not apply or assist others in responding to this RFQP.
2. All proposals meeting the format requirements shall then be submitted to a Review Panel which shall evaluate and score the proposals. The purpose of the evaluation is to determine which proposals demonstrate the skills, expertise and experience to successfully perform the tasks specified in the RFQP. In scoring a proposal, each individual component in the evaluation criteria will be weighted in the context of its contribution to the end product. All proposals and all evaluation sheets shall be available for public inspection at the conclusion of the Review Panel scoring process.
3. The Review Panel shall score and evaluate all proposals. The Review Panel shall recommend the organization or individual having submitted the highest ranking proposal [up to two] to the Napa County Health and Human Services Agency's Mental Health Division for the next phase of the selection process

Criteria

The criteria to be used in the evaluation of proposals are as follows:

1. Overall responsiveness to the RFQP, including the applicant's understanding of the County's requirements as evidenced by the applicant's proposal response. Proposals must be neat, complete, and fully address the technical requirements of the RFQP.
2. Applicant's qualifications, technical capability, experience, and ability to work with CDT/Evaluation Consultant.
3. Evaluation of the applicant's reputation, reliability, and service history as determined by Organizational Letters of Reference and/or the County's prior experience with the applicant.
4. Budget and Budget Narrative.

APPEAL PROCESS

Agencies not selected for funding have the right to file an Appeal if they believe that a significant material error occurred in the proposal evaluation and/or selection process that had a negative effect on their consideration for funding. The following guidelines apply to the Appeal Process:

1. If, prior to the award, any applicant files an appeal with the Department against the awarding of the contract, the contract shall not be awarded until either the appeal has been withdrawn or the matter has been decided upon as provided in subsection 5 below.
2. The protest must be received at the address stated below no later than December 13, 2010 or

five (5) days after the Notice of Intent to Award letter has been mailed out to all participating applicants, and the Notice of Intent Award has been posted on December 8, 2010.

County of Napa
Purchasing Agent
1195 Third Street, Room 310
Napa, CA 94559

3. The protest must include a full and complete written statement specifying the grounds for the protest, linked to the grounds recited in # 4 below. Certified or registered mail must be used.
4. The protest shall be limited to the following grounds.
 - (a) The Department failed to follow the procedures specified in the RFQP document.
 - (b) The Department failed to apply correctly the standards for reviewing the format requirement or evaluating the proposals as specified in the request for proposal.
 - (c) The Department failed to follow the methods for evaluating and scoring the proposals.
 - (d) The Board of Supervisors has noticed its intent to award the contract to an applicant other than that given the highest score by the evaluation committee.
5. Protests will be reviewed by the Napa County Board of Supervisors and a decision will be made within 30 working days and communicated as appropriate. The decision of the Board of Supervisors shall be final for the purposes of this RFQP.

SCOPE OF WORK

The project will be contracted to an organization that is culturally-competent to serve LGBTQ individuals, and has the demonstrated experience to assist other organizations to become more culturally competent and better serve the local LGBTQ community. It is expected that most of the provider trainings will take place primarily in community settings where prevention and early intervention services are delivered to implement the Mental Health Division's Prevention and Early Intervention (PEI) programs.

The successful applicant will provide the services described below.

- **Establish LGBTQ Advisory Board:** In order to develop an appropriate program to reach out to providers that might serve the LGBTQ community, a LGBTQ Advisory Board will be convened. The advisory board will ensure that the LGBTQ PEI Project is culturally competent and will outreach effectively to the LGBTQ community about the development of a logo and certification; and work with Napa County Mental Health Division to identify gaps in mental health prevention and early intervention services and plan for new services.
- **Conduct Provider Training:** Contractor will outreach to organizations, conduct organizational assessments, provider and organizational trainings, and provide ongoing cultural competency

support including understanding the unique needs of LGBTQ Veterans. Knowledge gained from the assessments and trainings will be developed into materials that will be shared with the Napa County Mental Health Division and other community providers in order to improve delivery of services to LGBTQ individuals. If additional funding becomes available, this knowledge may be expanded into an e-training course open to all community providers.

- **Logo Development and Certification:** To ensure that an organization is committed to making their services more culturally competent and accessible for LGBTQ individuals, the Contractor in partnership with the LGBTQ Advisory Board will develop or identify a logo and certification process for organizations to display after demonstrating a minimum level of competency to effectively serve the LGBT community. The LGBTQ Advisory Board will also conduct community outreach to ensure the local LGBTQ population understands the meaning of the logo/certification and which organizations are committed to better serve LGBTQ individuals.

Additionally, the Contractor will be required to participate in the Mental Health Division's **PEI Community Development Team (CDT)**. The CDT is a proven capacity-building approach wherein a cohort of organizations learns and develops together in a non-threatening and supportive coalition. The objectives for the Napa CDT are to: 1) create a coalition of mental health service providers with a shared vision; 2) develop the professional capacity of its members; 3) ensure local programming is evidence-based and comprehensive, with measurable outcomes; and 4) position members to financially sustain their programming through local and national funding streams. Contractor shall participate as a team on the CDT including representatives from the leadership level of the organization; line/program staff; and volunteer or other key stakeholder. Contractor's staff shall attend a minimum of nine CDT meetings and other trainings as needed in order to contribute to the organizational and community needs assessment; build capacity specific to sustainability; plan for the most effective and culturally appropriate implementation of this PEI Project as part of the larger PEI Collaborative; and establish protocol for on-going documentation and evaluation.

AVAILABLE FUNDING

A total of \$43,500 is available for the 2010-2011 Fiscal Year. Applicants are encouraged to thoroughly consider costs related to start up such as:

- Expenses associated with recruiting and training new staff;
- Relocation expenses for recruiting new staff;
- Purchase of paid media to complement the goals of the program;
- Purchase of educational curricula, office supplies and equipment;
- Development of promotional materials such as brochures and web content;
- Strategies to engage initial program/service participants; and
- Resources to assist with outreach and tabling at events to promote visibility

Renewal funding for FY 2011-2012 is dependent on the allocations of PEI funds and the provider's demonstrated ability to effectively implement the project.

Selection Process

The competitive method used for the selection process is known as a "Request for Qualifications and Proposals" (RFQP). Response to the RFQP will be in the form of a Proposal presented according to the format and content specifications described below.

The selection process includes two steps:

- A. **Step One: Proposal Review and Ranking** - Applicants will be ranked according to their Proposals. Proposals accepted under the terms of this RFQP will be evaluated and ranked by a Review Panel which may consist of Napa County staff, representatives from community based organizations and a minimum of one to two persons with background and expertise in the area of providing services to LGBTQ populations. Composition of the review panel is subject to change at the sole discretion of the County. Applicants must include the resumes of the key personnel who will be providing services as part of the Proposal.
- B. **Step Two: Interviews** - Interviews will be scheduled with the top-ranked Applicant(s) (up to two). These Applicants should be available for interviews during normal business hours the week of November 29, 2010 (this date is subject to change). Information regarding the interview process will be provided to top-ranked Applicants only. The interview process will be administered such that all Applicants selected for interviews will have equivalent amounts of time and opportunity to present.
- C. **Step Three: Contracting** - The top-ranked Applicant, based on a combination of the ratings of the Review Panel and the results of the interviews, will be recommended to Napa County Health and Human Services Agency's Mental Health Division for initiation of the contract process. If approved by Napa County Health and Human Services Agency's Mental Health Division, the Applicant will then be invited to begin contract negotiations. If negotiations with the highest-ranked Applicant fail, the County will enter into negotiations with the next highest-ranked Applicant.

Applicant's costs associated with developing Proposals, participating in interviews, and negotiating contacts are entirely the responsibility of the individual or organization submitting the Proposal, and will not be reimbursed by the County.

PROPOSAL INSTRUCTIONS

Submission Deadline and Format

The original proposal and four (4) additional copies of all documents must be received no later than 5 pm on Monday, November 29. Proposals and modifications or corrections received after the deadline will not be considered. Please mail applications to:

Attention: Felix Bedolla
Napa County Health and Human Services
Mental Health Division
2261 Elm Street, Building A
Napa, CA 94559

Hand-delivered proposals must be received by 5 pm on Monday, November 29, 2010 at the above address.

1. Proposals may not be faxed nor electronically transmitted. Proposals must be received by the deadline above. Postmarks or delivery service marks will not be accepted. Proposals and/or modifications and/or corrections, thereof, received after the deadline specified, will not be considered.
2. Only proposals submitted in the format described within this RFQP will be considered. Proposals must be word processed or typewritten, double-sided (duplex printing is preferred, but single-sided will be accepted), single-spaced and printed on 8 ½" x 11" recycled plain white paper. The attached cover page should be on agency letterhead and must be used as the cover page for your proposal.
3. A proposal may be rejected if incomplete and/or if it contains any alterations of form and/or other irregularities of sufficient magnitude or quantity to warrant a finding of being substantially non-compliant.
4. The County may accept or reject any or all proposals, may cancel, amend or reissue the RFQP at any time prior to contract approval and may waive any immaterial defect in a proposal. The County's waiver of an immaterial defect shall in no way modify the proposal requirements or excuse the applicant from full compliance with the objective if awarded the contract.

Proposal Elements (Total 100 points)

- A. Cover Page (Attachment A - **0 points**);
- B. Curriculum Vitae, résumé or job description of principal staff who will be involved in the project (**0 points**);
- C. Two professional references with knowledge of the principal staff or organizational experience, skills and abilities related to providing technical assistance and training services (**0 points**);

D. Proposed Budget and Budget Narrative (15 points possible)

In preparing the budget, applicants must follow the instructions in Attachment 4 and utilize the format in Attachment 5 to prepare a one year Budget and Budget Narrative. The Budget must be prepared according to the categories included on the form. Refer to Attachment 4 for detailed instructions on completing the Budget and Budget Narrative, including information on allowable costs and indirect cost rate calculations.

In scoring the Budget and Budget Narrative, the following factors will be considered:

- The completeness, appropriateness, relevance and cost effectiveness of the Budget relative to the activities outlined in the Scope of Work in this RFQP.
- Whether the program costs are allowable in accordance with the guidelines set forth by the California Department of Mental Health as described in the instructions contained in Attachment 4.
- Whether the Budget Narrative adequately explains and justifies the expenses provided in the budget.
- Whether the Budget followed the format prescribed in Attachment 5.

E. Provide a narrative of the Applicant's skills, abilities and qualifications that address the following elements (50 points):

- Experience in providing culturally competent services to LGBTQ individuals. **(10 points)**
- Experience in prevention and/or early intervention programs and initiatives. **(10 points)**
- Strong interpersonal and organizational skills, including ability to apply effective community engagement strategies and interact effectively with individuals and groups with diverse interests and needs. **(10 points)**
- Knowledge of the theories, principles, and practices of mental health promotion, prevention and early intervention. **(10 points)**
- Demonstrated ability to manage the administrative, programmatic, technical and fiscal elements of projects of similar scope. **(10 points)**

F. Please describe your experience designing and delivering educational training services to organizations in order to build their capacity to effectively serve the LGBTQ community. In your response, please address any educational curricula used; teaching methods employed; and specific successes achieved by organizations who have received your training (15 points).

G. Describe your experience establishing and supporting an Advisory Board structure to guide similar projects. In your response, include a sample timeline for how you would go about establishing the LGBTQ Advisory Board. Please identify the major steps necessary for forming such a group and the strategies you will use to build trust and cohesion among members. (10 points).

H. Describe your experience developing or adopting a process to certify or endorse organizations that have achieved a certain level of competency for serving LGBTQ individuals. If you have not

had this experience, please describe the minimal levels of competency you would expect an organization to demonstrate in order to receive such an endorsement and the steps you would take for determining whether or not an organization is deserving of such recognition **(5 points)**

- I. Based on the expectations for the scope of work set forth in this RFQP, provide an overall timeline for designing and implementing this project **(5 points)**.

Local Vendor Preference:

Napa County has a local vendor preference which covers the acquisition of requested services. Local vendors will be awarded contracts for services where qualifications are determined by the reviewing panel to be otherwise equal; unless such preference is not allowable by law. For this matter, a local vendor is a vendor who has a billing address located within Napa County. Where appropriate, out of county vendors are encouraged to subcontract with qualified local vendors.

END OF REQUEST FOR QUALIFICATIONS AND PROPOSALS

ATTACHMENT 1

PROPOSAL SUBMISSION DEADLINE AND CHECKLIST

All items listed below must be included in the Proposal package at time of delivery to County as per the Request for Qualifications and Proposals.

Please Note: While this list is intended to assist the Applicant(s) in compiling a complete Proposal, timely submission of a complete Proposal is the sole responsibility of the Applicant(s). All Applicants submitting a Proposal must mail or deliver one complete original and five complete copies of their Proposal to:

Attention: Felix Bedolla
Napa County Health and Human Services
Mental Health Division
2261 Elm Street, Building A
Napa, CA 94559

All documents required by this RFQP must be received as one package at the above designated location. Packages must be delivered such that they are complete and received **NO LATER THAN 5:00 PM on Monday, November 29, 2010.** Late/incomplete submission is grounds for rejection of the Proposal. No documents received by facsimile (fax), e-mail or postmarked by the due date but not received by the deadline set for receipt will be accepted.

Proposal Checklist

The following items must be included in the RFP packet of 1 original and 4 copies:

- ☐ Cover Sheet – 1 original, signed in blue ink (Attachment 1 or 2)
- ☐ Curriculum Vitae, résumé or job description of principal staff involved with project
- ☐ Two professional references with knowledge of the principal staff or organizational experience, skills and abilities related to providing technical assistance and training services)
- ☐ Proposed Budget
- ☐ Budget Narrative
- ☐ Narrative of the Applicant's skills, abilities and qualifications that address LGBTQ cultural competency, experience with PEI programs, interpersonal/organizational skills, knowledge of mental health promotion and PEI, and ability to manage similar projects.
- ☐ Statement describing experience designing and delivering educational training services to organizations in order to build their capacity to effectively serve the LGBTQ community.
- ☐ Statement describe experience establishing and supporting an Advisory Board structure to guide similar projects including sample timeline for how you would go about establishing the LGBTQ Advisory Board

☐ Proposed Overall LGBTQ Project Timeline

ATTACHMENT 2

PROPOSAL COVER SHEET FOR SINGLE AGENCY or LEAD AGENCY PROPOSAL

APPLICANT AGENCY NAME					
ADDRESS	Applicant Phone				
	Applicant Fax				
	Web Address				
CONTACT PERSON	Contact Phone				
	Contact E-mail				
	Contact Fax				
PROJECT TITLE/SERVICES					
SUBCONTRACTORS (If applicable)					
AMOUNT OF FUNDING REQUEST: Total Amount Requested \$_____					
MATCHING FUNDS In-Kind Amount \$_____ Cash Amount \$ _____ Total Amount Matching Funds \$_____					
AUTHORIZATION <i>I declare under penalty of perjury under the laws of the State of California that the information provided in this Proposal is true and correct.</i> <table><tr><td>_____ Signature of Authorized Official</td><td>_____ Title</td></tr><tr><td>_____ Print/Type Name of Authorized Official</td><td>_____ Date</td></tr></table>		_____ Signature of Authorized Official	_____ Title	_____ Print/Type Name of Authorized Official	_____ Date
_____ Signature of Authorized Official	_____ Title				
_____ Print/Type Name of Authorized Official	_____ Date				

ATTACHMENT 3

PROPOSAL COVER SHEET FOR JOINT AGENCY PROPOSAL

(use additional sheet(s) if more than two agencies)

JOINT APPLICANT 1 - AGENCY NAME	JOINT APPLICANT 2 - AGENCY NAME
ADDRESS	ADDRESS
Applicant Phone Applicant Fax Applicant web address	Applicant Phone Applicant Fax Applicant web address
CONTACT PERSON Contact Phone Contact Fax Contact Email	CONTACT PERSON Contact Phone Contact Fax Contact Email
PROJECT TITLE	
SUBCONTRACTORS (If applicable)	
AMOUNT OF FUNDING REQUEST: Total Amount Requested \$ _____	
MATCHING FUNDS In-Kind Amount \$ _____ Cash Amount \$ _____ Total Matching Funds \$ _____	
AUTHORIZATION: <i>I declare under penalty of perjury under the laws of the State of California that the information provided in this Proposal is true and correct.</i>	
_____ Signature of Authorized Official (1)	_____ Title
_____ Print/Type Name of Authorized Official (1)	_____ Date
AUTHORIZATION <i>I declare under penalty of perjury under the laws of the State of California that the information provided in this Proposal is true and correct.</i>	
_____ Signature of Authorized Official (2)	_____ Title
_____	_____

Print/Type Name of Authorized Official (2)

Date

ATTACHMENT 4

BUDGET INSTRUCTIONS

A. EXPENDITURES

1. Personnel Expenditures:

- a. Salary and wages - Enter the personnel titles, Full-time Equivalents (FTEs) and expenditures for the provider staff to be dedicated to the program/service.
- b. Employee Benefits - Enter budgeted employee benefits. This includes: FICA, medical and dental insurance, disability insurance, workers compensation insurance, retirement plan contributions, and other employee benefits. An average percent of current employee benefits may be used to estimate these amounts and the percentage figure should be noted.
- c. Total Personnel Expenditures - it is automatically calculated and is the sum of lines 1a and 1b.

2. Operating Expenditures:

- a. Facility Cost – Enter total budgeted amount to be incurred for facility cost.
- b. Other Operating – Enter budget amount to be incurred in all other (non-facility) operating expenditures including postage, photocopy expenses, office supplies, other supplies, communication services, utilities and equipment, staff development and other operating expenses.
- c. Total Operating Expenses - it is automatically calculated and is the sum of lines 2a and 2b.

3. Subcontracts/Professional Services:

List each subcontract and its total budget amount as a separate budget line item. List subcontracts by organization name (if known) and by purpose.

- a. Total Subcontracts - it is automatically calculated and is the sum of line 3 (all subcontracts).

4. Subtotal Proposed PEI Project Budget:

Subtotal Proposed PEI Project Budget Direct Expenses - it is automatically calculated and is the sum of lines 1c, 2c and 3a.

5. Administrative Overhead:

Enter the proposed percentage of Administrative Overhead costs directly attributable to the PEI Project Annual Recurring Budget. The Administrative Overhead costs are calculated automatically.

6. Total Proposed PEI Project Budget:

Total Proposed PEI Project Budget - it is automatically calculated and is the sum of lines 4 and 5a.

B. REVENUES

Enter the amount and sources of revenues expected from providing services under this PEI project. The provider should indicate their ability to leverage funds through other funding partners.

1. Total Revenue - it is automatically calculated and is the sum of line B (all revenues).

C. TOTAL PROPOSED PEI PROJECT FUNDS REQUESTED

This amount is automatically calculated and equals the total proposed budget (line A.6) less total estimated revenues (line B.1). This reflects the amount of funding requested for this program/project.

D. Total In-Kind Contributions

This amount is calculated by payments made in the form of goods and services, rather than cash. The provider should indicate their contributions of in-kind goods and services for the project and/or in-kind contributions received for the project through other community partners.

Budget Narrative Instructions

Providers must also prepare a budget narrative that provides a brief description of Proposed Expenses and Revenues and the source documents and approach used to estimate budget amounts. In the budget narrative, indicate which personnel positions will be filled by mental health clients and family members. Address any proposed out-of-state travel and justify the purpose and cost. Describe briefly the types of expenditures included by the Administrative Overhead costs and methodology used to derive percentage.

Leveraging is a principle for all PEI programs/projects. Proposals should describe cash match and in-kind contributions in the budget and in the budget narrative. For PEI purposes, the term leveraging is used broadly and may be demonstrated by partners in numerous ways such as:

- Cash match
- Federal reimbursements in the health system
- "Readiness" to implement PEI programs by training staff and covering release time, creating supportive policies, etc.
- Use of facilities and other in-kind resources
- Coordinating existing prevention programs with new PEI-funded early intervention programs

PEI Project Allowable Expenditures

Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funding is intended for prevention programs and early intervention services that meet the PEI operational definition.

Expenditures may include:

- Personnel (such as mental health professionals, culturally/linguistically competent family liaisons, program managers)
- Operating costs (such as curricula and other educational materials, supplies, travel, equipment and facilities rental)
- Subcontracts (such as professional services for training or program evaluation)

PEI Project Non-allowable Expenditures

Prevention and Early Intervention funding is not intended for expenditures in areas such as:

- Filling gaps in treatment and recovery services for individuals who have been diagnosed with a serious mental illness or serious emotional disturbance
- Workforce Education and Training activities (as described in the Workforce Education and Training Component - Proposed Three-Year Program and Expenditure Plan Guidelines) in the following categories:
 - Mental Health Career Pathway Programs
 - Residency, Internship Programs
 - Financial Incentive Programs
- Capital projects or housing
- Technology projects
- Broad social marketing campaigns (State-administered projects will support this activity)
- Development of new training curricula (State-administered projects will support this activity)

Additional State MHSA PEI Guidelines can be referenced at:

http://www.dmh.ca.gov/Prop_63/MHSA/Prevention_and_Early_Intervention/PEI_Component_Guidelines.asp

ATTACHMENT 5

BUDGET FORM

Total Proposed PEI Program/Project Budget

Proposed Expenses and Revenues	Annual Recurring Budget
A. EXPENDITURES	
1. Personnel (list classifications and FTEs)	
a. Salaries, Wages	
e.g. Staff Title (1.0 FTE)	\$0
	\$0
	\$0
	\$0
b. Benefits and Taxes @ ____ %	\$0
c. Total Personnel Expenditures	\$0
2. Operating Expenditures	
a. Facility Cost	\$0
b. Other Operating Expenses	\$0
c. Total Operating Expenses	\$0
3. Subcontracts/Professional Services (list all subcontracts)	
	\$0
	\$0
a. Total Subcontracts	\$0
4. Subtotal Proposed PEI Project Budget	\$0
5. Administrative Overhead Attributable to the Project/Program	
a. Total Administrative Overhead (% of annual budget)	0% \$0
6. TOTAL PROPOSED PEI PROJECT BUDGET	\$0
B. REVENUES (list/itemize by fund source)	
	\$0
	\$0
1. Total Revenue	\$0
C. TOTAL PROPOSED PEI PROJECT FUNDS REQUESTED	\$0
D. Total In-Kind Contributions	\$0