

CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY



Investment in Mental Health Wellness Grant Program for Children and Youth Application

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General Instructions

Please refer closely to the Investment in Mental Health Wellness Grant Program for Children and Youth regulations (California Code of Regulations, Title 4, Sections 7313-7329) as you are completing this Application. The regulations, which can be found at <http://www.treasurer.ca.gov/chffa/imhwa/index.asp>, contain a great deal of essential information that is not repeated here including eligibility, instructions for submission of an Application, and maximum Grant amounts. All terms that are capitalized in this Application are defined in Section 7313 of the regulations.

We expect Applicants to adhere to the organization and sequencing of questions contained herein when completing an Application.

The narrative portion of the Application is limited to 25 pages in 12 point font such as Arial or Times New Roman with 1 inch margins. Required forms and attachments are not included in the page limit. Maximum font size does not apply to forms, graphs or footnotes.

INVESTMENT IN MENTAL HEALTH WELLNESS GRANT PROGRAM for Children and Youth

Form-1: SUMMARY INFORMATION *Please type all responses.*

Total Requested Grant Amount: \$ _____ Date Submitted: _____

LEAD GRANTEE

1. APPLICANT INFORMATION

NAME OF APPLICANT:	ENTITY TYPE: <i>(County or Joint Powers Authority)</i>
ADDRESS:	CITY, STATE AND ZIP:

CONTACT INFORMATION

FIRST AND LAST NAME:	TITLE:
ADDRESS:	CITY, STATE AND ZIP:
PHONE NUMBER:	FAX NUMBER
EMAIL ADDRESS:	

Project Title: _____

Project Brief Summary Description *(Limited to 20 words)*:

County(ies) to be served: _____

Please select all programs to be funded with Grant, and insert number of beds and/ or teams to be added by the proposed Project, as applicable.

<input type="checkbox"/> Crisis Residential Treatment _____ beds Amount Requested \$ _____	<input type="checkbox"/> Crisis Stabilization _____ beds Amount Requested \$ _____	<input type="checkbox"/> Mobile Crisis Support Teams _____ team(s) including: 1) _____ Vehicle(s), and/or 2) _____ Staff Capital Amount Requested \$ _____ Personnel Funding Requested for 1 year \$ _____	<input type="checkbox"/> Family Respite Care Amount Requested \$ _____
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Purpose of Grant: *Check all applicable boxes*

- | | | |
|---|---|--|
| <input type="checkbox"/> Purchase of real property | <input type="checkbox"/> Construction or renovation | <input type="checkbox"/> Mobile Crisis Support Team Personnel Funding |
| <input type="checkbox"/> Furnishings and/or Equipment | <input type="checkbox"/> Information technology | <input type="checkbox"/> Purchase of Mobile Crisis Support Team vehicle(s) |
| <input type="checkbox"/> Program startup or expansion costs | | |

Form-2: ADDITIONAL APPLICANTS AND SERVICE PROVIDERS Please fill out additional Applicants and service provider(s) contact information. *Please use space as needed. Copy page if more space is needed.*

1. CO-APPLICANT INFORMATION

NAME OF APPLICANT:	ENTITY TYPE: <i>(County or Joint Powers Authority)</i>
ADDRESS:	CITY, STATE AND ZIP:

CO-APPLICANT CONTACT INFORMATION

FIRST AND LAST NAME:	TITLE:
ADDRESS:	CITY, STATE AND ZIP:
PHONE NUMBER:	FAX NUMBER
EMAIL ADDRESS:	

2. CO-APPLICANT INFORMATION

NAME OF APPLICANT:	ENTITY TYPE: <i>(County or Joint Powers Authority)</i>
ADDRESS:	CITY, STATE AND ZIP:

CO-APPLICANT CONTACT INFORMATION

FIRST AND LAST NAME:	TITLE:
ADDRESS:	CITY, STATE AND ZIP:
PHONE NUMBER:	FAX NUMBER
EMAIL ADDRESS:	

Service Providers:

1. ORGANIZATION TO DELIVER SERVICES (IF KNOWN) *Check box if same as Designated Lead Grantee*

NAME OF ORGANIZATION:	ENTITY TYPE:
ADDRESS:	CITY, STATE AND ZIP:

CONTACT INFORMATION

FIRST AND LAST NAME:	TITLE:
PHONE NUMBER:	FAX NUMBER
EMAIL ADDRESS:	

2. ORGANIZATION TO DELIVER SERVICES (IF KNOWN)

NAME OF ORGANIZATION:	ENTITY TYPE:
ADDRESS:	CITY, STATE AND ZIP:

CONTACT INFORMATION

FIRST AND LAST NAME:	TITLE:
PHONE NUMBER:	FAX NUMBER
EMAIL ADDRESS:	

Form-3: SUMMARY OF FUNDING REQUESTED

REQUESTED FUNDING BY PROGRAM	
Crisis Residential Treatment Program	
ELIGIBLE COSTS	AMOUNT
Purchase of Real Property (how many properties?)	\$ 0.00
Construction or Renovation*	\$ 0.00
Furnishings and/or Equipment	\$ 0.00
Information Technology**	\$ 0.00
Program Startup or Expansion Costs (up to three months)	\$ 0.00
SUB-TOTAL	\$ 0.00
Crisis Stabilization Program	
ELIGIBLE COSTS	AMOUNT
Purchase of Real Property (how many properties?)	\$ 0.00
Construction or Renovation*	\$ 0.00
Furnishings and/or Equipment	\$ 0.00
Information Technology**	\$ 0.00
Program Startup or Expansion Costs (up to three months)	\$ 0.00
SUB-TOTAL	\$ 0.00
Mobile Crisis Support Team Program	
ELIGIBLE COSTS	AMOUNT
Purchase of vehicles (how many vehicles?) May include two-year maintenance contracts, if any.	\$ 0.00
Furnishings and/or Equipment	\$ 0.00
Information Technology**	\$ 0.00
Program Startup or Expansion Costs (up to three months)	\$ 0.00
Personnel Funding for 1 year (how many FTEs?)	\$ 0.00
SUB-TOTAL	\$ 0.00

REQUESTED FUNDING BY PROGRAM	
Family Respite Care Program	
ELIGIBLE COSTS	AMOUNT
Purchase of Real Property (how many properties?)	\$ 0.00
Construction or Renovation*	\$ 0.00
Furnishings and/or Equipment	\$ 0.00
Information Technology**	\$ 0.00
Program Startup or Expansion Costs (up to three months)	\$ 0.00
SUB-TOTAL	\$ 0.00
Total Requested Grant Amount	\$ 0.00

*Hardscaping and/or landscaping costs essential to the completion of the Project may not exceed 5% of total Grant award.

**Information Technology hardware and software costs may not exceed 1% of total Grant award except when approved by the Authority and only upon submission of justification in Application narrative that the additional information technology costs are necessary for the Project to achieve the desired goals and outcomes set forth in Section 7319(a)(3) and Section 7319.1(a)(3) of the regulations.

Form-4: COUNTY GRANT AMOUNTS WORKSHEET

COUNTY GRANT AMOUNTS WORKSHEET

Complete the worksheet below for each County listed as Lead Grantee and Co-Applicant(s) on Form-1 and Form-2.

Applicants may apply for Capital and Personnel Funding as set forth in Section 7318 of the regulations. Counties Applying Jointly, may at their discretion, apply for up to the sum of their respective maximum Capital Funding amounts.

COUNTY NAME	CAPITAL FUNDING REQUESTED	PERSONNEL FUNDING REQUESTED (Mobile Crisis for 1 year)	TOTAL REQUESTED (Capital + Personnel)
	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00

Form-5: SOURCES AND USES

Please include sources and uses to complete the entire Project.

Sources of Funds:	Project Completion:
Total Grant amount requested	\$ 0.00
Mental Health Services Act (MHSA) funds	\$ 0.00
Realignment funds	\$ 0.00
Medi-Cal, Federal Financial Participation	\$ 0.00
Other sources, list (i.e. bank loan*, other grants)	
_____	\$ 0.00
_____	\$ 0.00
_____	\$ 0.00
Total Sources	\$ 0.00

*If obtaining a bank loan, please name the bank and describe the length and rate of the loan.

Uses of Funds:	
Purchase of real property	\$ 0.00
Construction or renovation**	\$ 0.00
Purchase of vehicles and vehicle maintenance contracts	\$ 0.00
Furnishings and/or equipment	\$ 0.00
Information technology hardware and software	\$ 0.00
Program start up or expansion costs (3 months)	\$ 0.00
Personnel Funding - for Mobile Crisis Support Teams only (1 year)	\$ 0.00
Other costs	
_____	\$ 0.00
_____	\$ 0.00
_____	\$ 0.00
Total Uses (must equal Total Sources)	\$ 0.00

****Grantees must comply with California’s prevailing wage law under Labor Code section 1720, et seq. for public works projects. The Authority recommends Applicants consult with their legal counsel.**



Evaluation Criteria – Crisis Residential Treatment, Crisis Stabilization and/or Mobile Crisis Support Team (The evaluation criteria for Family Respite Care begins on page 14)

Applications shall be scored on the criteria set forth in Section 7319 of the regulations. Please address each of the criteria for each Program as follows:

1. Project expands access to and capacity for community-based Mental Health Crisis Services that offer relevant alternatives to hospitalization and detainment by law enforcement. (Maximum 25 points)

- a. Describe the new or expanded Crisis Stabilization, Crisis Residential Treatment and/or Mobile Crisis Support Team Programs to be funded by the Grant, the services within the Programs, and the Target Population(s), including age group(s), to be served. (Maximum 5 points)
- b. Describe the community need existing within the current continuum, address who does and does not receive services now, and how the Project is designed to address the weaknesses of the current system and build on its strengths. Please include any available data that reflects community need. (Maximum 3 points)
- c. Quantify and describe how the Project will increase capacity for community-based Mental Health Crisis Services. (Maximum 6 points)
 - i. Describe how the number of Crisis Stabilization and Crisis Residential Treatment beds; and/or the number of Mobile Crisis Support Teams including the number of Mobile Crisis Support Team vehicles and staff impact the Target Population(s) and translates into a number of additional Children and Youth that can be served in the community?
- d. Describe how the Project will expand and improve timely access to community-based Mental Health Crisis Services. Address how access is expanded and improved for the community. Examples include extending hours of existing services; adding locations where services can be accessed by Children and Youth, as appropriate, and their family members; efforts to timely connect Children and Youth to crisis services from hospitals, educational institutions, detainment centers, juvenile hall, jail, etc.; engaging in new outreach to Children and Youth, as appropriate, and their families, and educational institutions so they know new or expanded services are available; and addressing cultural, language, and other barriers unique to the community. (Maximum 6 points)
- e. Describe how the Project will be qualitatively different than crisis services delivered in an institutional setting (such as a hospital emergency room, an in-patient hospital setting or a law enforcement vehicle) and include a description of the proposed staffing, the community setting in which the Programs will be offered and the building or vehicles in which services will be provided. (Maximum 5 points)



2. Application demonstrates a clear plan for a continuum of care before, during, and after crisis mental health intervention or treatment and for collaboration and integration with other health systems, educational institutions, social services, and law enforcement (Maximum 15 points)

- a. Describe how the Project fits in with the continuum of care as it presently exists in the community. (Maximum 5 points)
 - i. Identify the shortcomings that exist within the continuum and how the Project will improve the existing continuum of care for Children and Youth utilizing Mental Health Crisis Services and supply any available data.
 - ii. Indicate whether the Applicant(s) contemplates submitting an application to the Mental Health Oversight and Accountability Commission or has been awarded funding for triage personnel.
- b. Describe the county's or counties' working relationships with Related Supports that already exist and those which will be established to enhance and expand community-based collaboration designed to maximize and expedite access to crisis services for the purpose of avoiding unnecessary hospitalization and detainment by law enforcement and improving wellness for Children and Youth with mental health disorders and their families. The existing working relationships shall be supported by letters from the Related Supports identifying the collaborative efforts amongst the agencies to enhance and expand crisis services. (Maximum 10 points)
 - i. An example of an enhancement may include training of local law enforcement, current crisis providers, hospitals and other related providers on how to properly respond to Children and Youth experiencing a mental health crisis.

3. Identifies Key Outcomes and a Plan for Measuring Them. (Maximum 10 points)

- a. Provide a plan that includes the methodology, timeline, and assignment of responsibility to measure and demonstrate outcomes of the Program, including the following:
 - i. Reduced hospital emergency room and psychiatric inpatient utilization. (Maximum 2 points)
 - ii. Reduced law enforcement involvement on mental health crisis calls, contacts, custodies and/or transports for assessment. (Maximum 2 points)
 - iii. Improvements in participation rates in the Program(s). (Maximum 1 point)
 - iv. Children or Youth (when appropriate) and/or their family members' (when appropriate) satisfaction with the crisis services the Children and Youth received. (Maximum 1 point)



- v. Number of Crisis Residential Treatment and Crisis Stabilization beds; and/or number of Mobile Crisis Support Teams including the number of Mobile Crisis Support Team vehicles and staff added. (Maximum 1 point)
- vi. Number of Children and Youth within the Target Population(s) being served and other Children and Youth who may be being served. (Maximum 1 point)
- vii. The value of the Program(s), such as mitigation of costs to the county, law enforcement, or hospitals. An example of such value is: The utilization of Crisis Residential Treatment costs “X” dollars and utilization of inpatient hospitalization would have cost “X” dollars, therefore value approximates “X” dollars. (Maximum 1 point)
- viii. The percent of Children and Youth who receive a crisis service who, within 15 days, and within 30 days, return for crisis services at a hospital emergency department, psychiatric hospital, detainment center, juvenile hall or jail. (Maximum 1 point)

4. Project is, or will be Ready, Feasible, and Sustainable as follows: (Maximum 50 points)

- Mobile Crisis Support Team Projects within nine months of the approval of the Final Allocation.
- Crisis Residential Treatment and Crisis Stabilization Projects that include acquisition of a building and/or renovation within 12 months of the approval of the Final Allocation.
- Crisis Residential Treatment and Crisis Stabilization Projects that include construction within 18 months of the approval of the Final Allocation.

READINESS

- a. A detailed plan and timeline, including supporting documentation if available, with the steps needed to complete the Project as further delineated below and provide evidence demonstrating the ability to meet the timeframes set forth in Section 7319(a)(4)(H) of the regulations. (Maximum 15 points)
 - i. Address, renderings and/or floor plans of Project site, if available. If a Project site has not been identified, provide a description of the process, criteria for selection, and timeline for identification of a Project site that will be utilized. (This subdivision is not applicable to Mobile Crisis Support Team Projects.)
 - ii. Necessary approvals and processes to complete the Project, and the names and roles of all responsible entities. This includes, but is not limited to, County Board of Supervisors’ approval, Request for Proposals, architectural and construction contracts, California Environmental Quality Act (CEQA) compliance, building permits, and conditional use permits, as applicable.



- iii. Key milestones, in the future and completed to date, including projected or actual Project start date (i.e., date of purchase, renovation/construction or lease), Project end date (i.e., date of occupancy), and projected start date of services to Target Population(s).
 - iv. The plan and current status for staffing the Program(s).
 - v. Potential challenges that may affect the timeline to start providing services and how those challenges will be mitigated, including but not limited to, site identification and acquisition, contracting, local use permit process, County Board of Supervisors' approval, CEQA process, Building Code compliance, selection of service provider, licensure, certification, loss of a site, delays in local (city and/or county) approvals, community opposition issues, loss or reduction in leverage funding, and increased Project costs, as applicable.
- b. Describe and provide evidence of community outreach and engagement efforts for the proposed Program(s) in the vicinity of planned Project site, as applicable. (Maximum 7 points)
- c. Identify the service provider or describe the plan for identifying one addressing the following: (Maximum 8 points)
- i. If a service provider that will operate the Program(s) has already been identified, provide a description of the written plans that are in place for how the services will be provided. These include:
 - 1. Description of range of services offered.
 - 2. Information about the service provider including expertise in mental health treatment, purpose, goals, and services of the organization.
 - ii. If a service provider has not been identified at the time the Application is submitted, provide a description of the process, criteria for selection, and timeline for identification of a service provider that will operate the Program(s).
- d. For proposed crisis stabilization or crisis residential treatment programs, provide a plan for obtaining Medi-Cal certification. (Required, but no points awarded)
- e. For proposed crisis residential treatment programs, provide a plan for obtaining a license and program approval to operate as a Children's crisis residential program as defined in Health and Safety Code Section 1502, subdivision (a)(21). (Required, but no points awarded)



FEASIBILITY

- f. Provide a Project budget, utilizing “Summary of Funding Request” (Form-3); “County Grant Amounts Worksheet” (Form-4); and “Sources and Uses” (Form-5). In addition, provide the following: (Maximum 10 points)
- i. Proposed uses of Grant funds in line item detail with a budget narrative. If working capital for Program startup or expansion costs are being requested, include a separate line item budget detailing those costs. Information technology costs exceeding 1% of total Grant award, require a justification that the additional costs are necessary for the Project to achieve the goals and outcomes set forth in Section 7319(a)(3) of the regulations.
 - ii. A description of any leveraged public and/or private funding other than the Grant that will be used to complete the proposed Project. Include the amount of funding and the current status of the funding. Attach documentation, if any, such as letters describing commitment of funding or the status of consideration from the other funding sources or other similar documentation acceptable to the Authority.
 - iii. An explanation of the Grantee’s internal process to ensure the Grant funds will only be used for eligible costs as described in Section 7315 of the regulations.

SUSTAINABILITY

- g. Provide the following: (Maximum 10 points)
- i. An operating budget that details annual operating costs projected for the proposed Program(s).
 - ii. A description of new Program funding source(s) with amounts and cash flow projections and/or how existing funding will be redirected to provide ongoing support and sustainability for new and expanded services for the term of the useful life of the Project. Include estimated useful life of the Project.
 - iii. Documentation such as funding letters, minutes from the County Board of Supervisors’ meeting evidencing approval of the budget, or other documentation acceptable to the Authority. If approval has not been obtained at the time of Application, provide a detailed plan for obtaining such approval.
- h. Provide documentation indicating Lead Grantee’s creditworthiness and satisfactory financial capacity in the most recent local government credit rating or the most recent Audited Financial Statement, which may not contain a Going Concern Qualification. (Required, but no point awarded)



Evaluation Criteria – Family Respite Care

Applications shall be scored on the criteria set forth in Section 7319.1 of the regulations.

Please address each of the criteria as follows:

1. Project expands access to and capacity for Family Respite Care to families of Children and Youth receiving mental health services in order to sustain family health and well-being. (Maximum 25 points)

- a. Describe the new or expanded Family Respite Care Program to be funded by the Grant and the services within the Program, including but not limited to in-home and/or out-of-home respite care. Identify the criteria for the Target Population(s) whose families are eligible for services, including but not limited to age groups, diagnosis, etc. (Maximum 5 points)
- b. Describe the community need existing within the current continuum, including who does and does not receive Family Respite Care services now, and how the proposed Project will address the weaknesses of the current system and build on its strengths. Please include any available data that reflects community need. (Maximum 3 points)
- c. Quantify and describe how the Project will increase capacity for Family Respite Care. (Maximum 6 points)
 - i. Identify the number of families that may receive services.
 - ii. How does the added capacity impact the Target Population(s) and translate into a number of additional families that can be served in the community.
- d. Describe how the Project will expand and improve timely access to Family Respite Care. (Maximum 6 points)
 - i. Address how access to Family Respite Care is expanded and improved for the community. Examples include: staff qualifications and hours of operation.
 - ii. Describe services provided by the Program to families of Children and Youth receiving mental health services.
 - iii. Will there be new outreach to families about availability of new or expanded services?
 - iv. Will cultural, linguistic, and other barriers unique to the community be addressed?
- e. A description of community-based services to be available to families of Children and Youth receiving mental health services, and describe the building(s) in which the Program will be offered and the setting(s) in which the identified services will be provided to the families. (Maximum 5 points)



2. Application demonstrates a clear plan for a continuum of care before, during, and after intervention or treatment and for collaboration and integration with other health systems, educational institutions, social services and law enforcement, and describes the referral process that will be utilized to connect families to Family Respite Care. (Maximum 15 points)

- a. Describe how the Project fits in with the continuum of care as it presently exists in the community. (Maximum 5 points)
 - i. Identify the shortcomings that exist within the continuum and supply any available data that may expand on or further identify the shortcomings.
 - ii. Identify how the Program will improve the existing continuum of care for Children and Youth receiving mental health services and their families.
 - iii. Identify how the Program supports other mental health crisis services available to Children and Youth.
 - iv. Indicate whether Applicant(s) contemplates submitting an application to the Mental Health Oversight and Accountability Commission or has been awarded funding for family support services and training.
- b. Describe the county's or counties' working relationships with Related Supports that already exist and those which will be established to enhance and expand community-based collaboration designed to maximize access to Family Respite Care for the purpose of sustaining health and well-being of families of Children and Youth receiving mental health services. The existing working relationships shall be supported by letters from the Related Supports identifying the collaborative efforts amongst the agencies to enhance and expand services. (Maximum 10 points)

3. Identifies Key Outcomes and a Plan for Measuring Them. (Maximum 10 points)

- a. Provide a plan including the methodology, timeline, and assignment of responsibility to measure and demonstrate outcomes of the Program, including the following:
 - i. Increased participation rates by families in the Family Respite Care Program. (Maximum 1 point)
 - ii. Family members' satisfaction with the Family Respite Care services received. (Maximum 2 points)
 - iii. Number of families served by the Program. (Maximum 2 points)
 - iv. Whether services provided by the Program prevented out-of-home placement of Children and Youth receiving mental health services or re-entry of the Child and Youth into out-of-home placement. (Maximum 2 points)



- v. Whether the families of the Target Population(s) are being served and other families who may be being served. (Maximum 2 points)
- vi. The value of the Program, such as mitigation of costs to the county, when Children and Youth are not placed in out-of-home care. An example of such value is: The utilization of Family Respite Care costs “X” dollars and utilization of out-of-home placement would have cost “X” dollars, therefore value approximates “X” dollars. (Maximum 1 point)

4. Project is, or will be Ready, Feasible, and Sustainable as follows: (Maximum 50 points)

- Family Respite Care Projects that include acquisition of a building and/or renovation within 12 months of the approval of the Final Allocation.
- Family Respite Care Projects that include construction within 18 months of the approval of the Final Allocation.

READINESS

- a. A detailed plan and a timeline, including supporting documentation if available, with steps needed to complete the Project as further delineated below and provide evidence demonstrating the ability to meet the timeframes set forth in Section 7319.1(a)(4)(F) of the regulations. (Maximum 15 points)
 - i. Address, renderings and/or floor plans of Project site, if available. If a Project site has not been identified, provide a description of the process, criteria for selection, and timeline for identification of Project site that will be utilized.
 - ii. Necessary approvals and processes to complete the Project, and the names and roles of all responsible entities. This includes, but is not limited to, County Board of Supervisors’ approval, Requests for Proposals, architectural and construction contracts, California Environmental Quality Act (CEQA) compliance, building permits, and conditional use permits, as applicable.
 - iii. Key milestones, in the future and completed to date, including projected or actual Project start date (i.e., date of purchase, renovation/construction or lease), Project end date (i.e., date of occupancy), and projected start date of services to families of Children and Youth.
 - iv. The plan and current status for staffing the Program(s).
 - v. Potential challenges that may affect the timeline to start providing services and how those challenges will be mitigated, including but not limited to, site identification and acquisition, contracting, local use permit process, County Board of Supervisors’ approval, CEQA process, Building Code compliance, selection of service provider, licensure, certification, loss of a site, delays in local (city and/or county) approvals, community opposition issues, loss or reduction in leverage funding, and increased project costs, as applicable.



- b. Describe and provide evidence of community outreach and engagement efforts for the proposed Program(s) in the vicinity of planned Project sites, as applicable. (Maximum 7 points)
- c. Describe in detail the proposed organizational and operational structure of the Family Respite Care program, whether provided by the Applicant directly or by a potential service provider. (Maximum 8 points)
 - i. This may include, but is not limited to, staffing criteria for designated supervisors and other personnel; staff recruitment, retention and training, family eligibility and needs assessment, screening and discharge procedures; relevant risk management policies; identification of service needs and coordination of these services on behalf of the family, if needed, and additional support services available as part of the program, etc.

FEASIBILITY

- d. Provide a Project budget, utilizing “Summary of Funding Request” (Form-3); “County Grant Amounts Worksheet” (Form-4); and “Sources and Uses” (Form-5 on page 8). In addition, provide the following: (Maximum 10 points)
 - i. Proposed uses of Grant funds in line item detail with a budget narrative. If working capital for Program startup or expansion costs are being requested, include a separate line item budget detailing those costs. Information technology costs exceeding 1% of total Grant award, require a justification that the additional costs are necessary for the Project to achieve the goals and outcomes set forth in Section 7319.1(a)(3), of the regulations.
 - ii. A description of any leveraged public and/or private funding other than the Grant that will be used to complete the proposed Project. Include the amount of funding and the current status of the funding. Attach documentation, if any, such as letters describing commitment of funding or the status of consideration from the other funding sources or other similar documentation acceptable to the Authority.
 - iii. A explanation of the Grantee’s internal process to ensure the Grant funds will only be used for eligible costs as described in Section 7315 of the regulations.

SUSTAINABILITY

- e. Provide the following: (Maximum 10 points)
 - i. An operating budget that details annual operating costs projected for the proposed Program(s).



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- ii. A description of new Program funding source(s) with amounts and cash flow projections and/or how existing funding will be redirected to provide ongoing support and sustainability for new and expanded services for the term of the useful life of the Project. Include estimated useful life of the Project.
 - iii. Documentation such as funding letters, minutes from the County Board of Supervisors meeting evidencing approval of the budget, or other documentation acceptable to the Authority. If approval has not been obtained at the time of Application, provide a detailed plan for obtaining such approval.
- f. Provide documentation indicating Lead Grantee's creditworthiness and satisfactory financial capacity in the most recent local government credit rating or the most recent Audited Financial Statement, which may not contain a Going Concern Qualification. (Required, but no point awarded)



Requirements for Private Nonprofit Corporation Applicants

If a co-Applicant is a private nonprofit corporation, provide the following:

1. A copy of the private nonprofit corporation tax-exemption letters from the Internal Revenue Service and the Franchise Tax Board.
2. A completed Legal Status Questionnaire for Private Nonprofit Corporations (Attachment C).
3. In addition, upon request by Authority staff, three years of most recent Audited Financial Statements.

ATTACHMENT A

APPLICATION CERTIFICATION

Instructions: Please transfer the Application Certification language below onto official letterhead and have the appropriate official sign and date the certification.

- In the case of a county Applicant, please have the county secretary sign this certification on behalf of the county board of supervisors or such other authorized county official.
- In the case of a public agency designated by the county or Counties Applying Jointly, please have an authorized officer sign this certification.
- In the case of a private nonprofit corporation designated by a county or Counties Applying Jointly, please have the chairperson of the board or other authorized officer sign this certification.

If more than one Applicant applying for a Project, each Applicant must submit an Application Certification to certify that all information in the joint Application is correct and true to the best of their knowledge and belief.

Application Certification:

I, (name of signatory), as (name of position), an authorized officer of (name of institution), certify that, to the best of my knowledge, the information contained in this application is true and correct to the best of my knowledge and belief, and I understand that any misrepresentation or material omissions may result in the cancellation of the Grant and other actions permitted by law and the Grant Agreement.

(Name of Institution) will cooperate in providing information and/or documentation, including at the time of site visits, to assist the Authority in consideration of the Application.

By (Print Name)

Signature

Title

Date

ATTACHMENT B

LEGAL STATUS QUESTIONNAIRE FOR COUNTIES AND PUBLIC AGENCIES

1. Financial Viability

Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/borrower/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/borrower/project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/borrower/project sponsor that is involved in the management, operation, or development of the project.

Response:

2. Fraud, Corruption, or Serious Harm

Disclose any civil, criminal, or regulatory action in which the applicant/borrower/project sponsor, or any current board members (not including volunteer board members of non-profit entities), partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past ten years involving fraud or corruption, matters related to employment conditions (including, but not limited to wage claims, discrimination, or harassment), or matters involving health and safety where there are allegations of serious harm to employees, the public or the environment.

Response:

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charges complaint or filing, and the outcome.

ATTACHMENT C

LEGAL STATUS QUESTIONNAIRE FOR PRIVATE NONPROFIT CORPORATIONS

1. Financial Viability

Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/borrower/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/borrower/project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/borrower/project sponsor that is involved in the management, operation, or development of the project.

Response:

2. Fraud, Corruption, or Serious Harm

Disclose any civil, criminal, or regulatory action in which the applicant/borrower/project sponsor, or any current board members (not including volunteer board members of non-profit entities), partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past ten years involving fraud or corruption, matters related to employment conditions (including, but not limited to wage claims, discrimination, or harassment), or matters involving health and safety where there are allegations of serious harm to employees, the public or the environment.

Response:

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charges, complaint or filing, and the outcome.

ATTACHMENT D

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REVIEW

Instructions: Please provide the following exhibit for each Project site. This can be completed within the timeframes set forth in Section 7319, subdivision (a)(4)(H) and/or Section 7319.1, subdivision (a)(4)(F) of the regulations, if not available at time of Application.

Grantees must submit documentation demonstrating compliance with Division 13 commencing with Section 21000 of the Public Resources Code (CEQA Requirements) for construction Projects.

If the Project is subject to CEQA Requirements, provide the appropriate documentation or justification for each Project:

- Notice of Determination Received (Attach Copy)
- Notice of Exemption Received (Attach Copy)
- Other documents evidencing compliance (e.g. permits, local authority approval documents, printed authorizations, OSHPD Plan Review status, etc.)
- Project is considered a Special Situation (see Title 14 California Code of Regulations, Sections 15180-15190) (Provide written justification of compliance with applicable section.)

Name of approving Agency: _____

Date approval given: _____

If Project is not subject to CEQA Requirements, provide a written justification using one of the following categories:

- Is not a Project as defined by CEQA Requirements (see Title 14 California Code of Regulations, Section 15378)
- Project is Statutorily Exempt (see Title 14 California Code of Regulations, Sections 15260-15285)
- Project is Categorically Exempt (see Title 14 California Code of Regulations, Sections 15300-15333)

APPLICATION CHECKLIST

Make sure you have completed the following tasks:

- Used 12 point font such as Arial or Times New Roman in narrative sections (except footnotes and charts).
- Have 1 inch margins for narrative sections.
- Remained within 25 pages for the questions and answers to the narrative portion (Evaluation Criteria Narrative), identified in the Application.

Make sure you have submitted as part of the Application each of the following:

- Form-1 to Form-5
- Narrative for Criteria #1- #3
- Criteria #4 for Crisis Residential Treatment, Crisis Stabilization and/or Mobile Crisis Support Team:
 - Project timeline with narrative as described in Criteria #4(a)
 - Community outreach and engagement efforts as described in Criteria #4(b) (as applicable)
 - Project budget in line item detail with narrative as described in Criteria #4(f)
 - Program operating budget with narrative described in Criteria #4(g)
 - Most recent local government credit rating or most recent audited financial statement as described in Criteria #4(h)
- Criteria #4 for Family Respite Care:
 - Project timeline with narrative as described in Criteria #4(a)
 - Community outreach and engagement efforts as described in Criteria #4(b) (as applicable)
 - Project budget in line item detail with narrative as described in Criteria #4(d)
 - Program operating budget with narrative described in Criteria #4(e)
 - Most recent local government credit rating or most recent audited financial statement as described in Criteria #4(f)
- Attach all required documentation for Private Nonprofit Corporation Applicants
- Attachment A - Application Certification Letter for all Applicants
- Attachment B - Legal Status Questionnaire for Counties and Public Agencies
- Attachment C - Legal Status Questionnaire for Private Nonprofit Corporations (as applicable)
- Attachment D - California Environmental Quality Act (CEQA) Review for each Project site (as applicable)