

**CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY (the “Authority”)
Investment in Mental Health Wellness Act of 2013**

Resolution No. 2016-01

January 5, 2016

REQUEST:

Staff seeks approval to adopt emergency regulations to award grants for Peer Respite Care programs.

Senate Bill 75 (chaptered on June 24, 2015) authorized, subject to CHFFA approval, grants of up to three million dollars (\$3,000,000) in unawarded funds from the Investment in Mental Health Wellness Act grant program to develop peer respite sites.

The County Behavioral Health Directors Association (“CBHDA”) and various small and rural counties have advocated for the funding of Peer Respite Care homes as an alternative for providing mental health crisis services. According to the CBHDA, the peer model is more affordable to operate and fits the need of many rural and suburban counties.

Existing research shows that peer respite programs are voluntary, short-term residential programs designed to support individuals experiencing or at risk of experiencing a mental health crisis. They are evidence-based programs premised on the assumption that traditional crisis services delivered in psychiatric emergency rooms are not desirable and often not the most effective alternative for people experiencing a psychiatric crisis. Peer respite programs provide an alternative to psychiatric emergency services by offering a less coercive or intrusive supporting environment for individual experiencing a mental health crisis, but who are not deemed dangerous to others. Peer respite programs are generally staffed and operated by trained peers with lived experience of the mental health system and are usually located in a home in a residential neighborhood. They provide a safe, homelike environment for people to overcome crisis and build mutual trusting relationships.

Staff researched peer respite care services and concluded the Peer Respite Care programs, as an alternative to hospitalization with strong emphasis on providing a homelike environment and mutual trusting relationship building, appear to compliment the Investment in Mental Health Wellness Act’s objectives to improve access to and capacity for mental health crisis services. In California, local county mental health funds (County Realignment and Mental Health Services Act Funds) can also be expended for this purpose (i.e., staff and services).

Staff recommends adopting emergency regulations (Exhibit A) and to provide further guidance regarding the implementation of Peer Respite Care Programs.

Upon approval by the Authority, staff will proceed with filing emergency regulations with the Office of Administrative Law (OAL) for review and approval to continue the effort to disburse grant funds on an expedited basis.

RECOMMENDATION:

Staff recommends the Authority approve the adoption of emergency regulations to award grants for Peer Respite Care programs and authorize emergency rulemaking proceedings.

Attachments:

Exhibit A -Text of the proposed emergency regulations for Peer Respite Care grants.

RESOLUTION NO. 2016-01

**RESOLUTION OF THE CALIFORNIA HEALTH FACILITIES FINANCING
AUTHORITY APPROVING THE ADOPTION OF EMERGENCY REGULATIONS FOR
PEER RESPITE CARE GRANTS AND AUTHORIZING EMERGENCY RULEMAKING
PROCEEDINGS**

WHEREAS, Senate Bill 75 (chaptered on June 24, 2015) authorized, subject to the Authority's approval, grants of up to three million dollars (\$3,000,000) in unencumbered funds from the Investment in Mental Health Wellness Act grant program to develop peer respite sites;

WHEREAS, Senate Bill 75 provides that the Authority may adopt emergency regulations relating to grants for peer respite sites, including emergency regulations that define eligible costs; and

WHEREAS, Senate Bill 75 further provides that the adoption, amendment, or repeal of such regulations shall be in accordance with the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code) and shall be deemed to be an emergency and necessary for the immediate preservation of the public peace, health, safety, or general welfare;

BE IT RESOLVED, by the California Health Facilities Financing Authority as follows:

Section 1. The proposed emergency regulations for peer respite care grants are hereby approved in substantially the form submitted to the Authority by Authority staff. The Chair, any Deputy to the Chair, Executive Director and Deputy Executive Director are each hereby authorized, for and on behalf of the Authority, to submit such emergency regulations with the supporting documentation required by law to the Office of Administrative Law and proceed with the procedures required by the Administrative Procedure Act.

Section 2. The Chair, any Deputy to the Chair, Executive Director and Deputy Executive Director are each hereby authorized and directed to take such actions, including making or causing to be made such changes to the regulations as may be required for approval thereof by the Office of Administrative Law, and to execute and deliver any and all documents that he or she may deem necessary or advisable in order to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately upon its approval.

Date Approved: _____

TEXT OF REGULATIONS
California Code of Regulations
Title 4, Division 10, Chapter 5, Subchapter 1
Peer Respite Care Grant Program

Add Section 7210 to read:

Section 7210. General.

(a) Final Allocations for the Peer Respite Care Grant Program is contingent on the availability of unencumbered funds up to \$3,000,000 after the Final Allocations of the Investment in Mental Health Wellness Program are awarded in Subsequent Funding Rounds held in calendar year 2016.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7213 to read:

Section 7213. Definitions.

The following definitions shall apply wherever the terms are used throughout this subchapter.

(a) "Applicant" means an entity that meets the eligibility requirements as further described in Section 7214 for submission of an Application and submits an Application.

(b) "Application" means the written request for a Grant under the Peer Respite Care Grant Program in the form and format of the Peer Respite Care Grant Program Application Form No. CHFFA 7 PR-01 (01/2016), including all supporting information and documents, as further described in Section 7216.

(c) "Audited Financial Statements" means an examination and report of an independent accounting firm on the financial activities of a public agency or private nonprofit corporation.

(d) "Authority" means the California Health Facilities Financing Authority.

(e) "Authority Staff" means employees of the Authority.

(f) "Capital Funding" means the Grants the Authority may award up to a total of \$3,000,000 for all Projects.

(g) "Counties Applying Jointly" means counties that submit an Application together for a Project to deliver crisis services.

(h) "Executive Director" means the executive director of the Authority.

(i) "Final Allocation" means the Grant amount approved by the Authority.

- (j) “Funding Round” means the time period during which Applications may be submitted for consideration of funding by the Authority.
- (k) “Going Concern Qualification” means an opinion of an independent accounting firm auditor that there is substantial doubt regarding the entity's ability to continue into the future, generally defined as the following year.
- (l) “Grant” means an award of funds to an Applicant.
- (m) “Grant Agreement” means a written agreement between the Authority and a Grantee that consists of the terms and conditions of the Grant.
- (n) “Grant Award Letter” means the official notification that a Grant has been approved by the Authority.
- (o) “Grant Period” means the time period from the date of Final Allocation to the date set by the Authority for the Grant to end.
- (p) “Grantee” means a county, private nonprofit corporation or public agency that has been awarded or designated to receive Grant funds.
- (q) “Initial Allocation” means the Grant amount the Authority Staff recommends the Authority approve for Final Allocation as further described in Section 7220.
- (r) “Lead Grantee” means the county or joint powers authority with a county as a member designated on the Application to have the primary responsibility for the fiscal management of Grant funds, records retention, reporting and all of the other aspects of compliance with this subchapter and the Grant Agreement.
- (s) “Peer Respite Care Program” means a voluntary, non-medical short-term alternative for individuals in self-defined emotional distress or in a mental health crisis, who want and need peer support.
- (t) “Program” means the Peer Respite Care Program.
- (u) “Project” means startup or expansion of Program(s) and acquisition, construction, renovation or financing of capital assets.
- (v) “Related Supports” means local service providers who interact with individuals before, during and after a mental health crisis, including health care providers (such as hospitals, clinics, and substance abuse providers), law enforcement, mental health providers and peer support services, social services, triage personnel, housing providers, and other supports within the continuum of care.
- (w) “Target Population(s)” means the specific group(s) of people identified as the intended beneficiaries of the Program(s) to be funded by a Grant, including individuals eligible for Medi-Cal and individuals eligible for county health and mental health services.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec. 55). Reference: SB 75 (Stats. 2015, CH. 18, Sec 55.)

Add Section 7214 to read:

Section 7214. Eligibility.

(a) The following entities are eligible to apply for a Grant under the Peer Respite Care Grant Program.

- (1) A county.
- (2) Counties Applying Jointly.
- (3) A private nonprofit corporation or public agency designated by a county or Counties Applying Jointly to be a co-Applicant with the county or Counties Applying Jointly.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7215 to read:

Section 7215. Eligible Project Costs.

(a) Eligible costs for Capital Funding are:

- (1) Purchase of real property.
- (2) Construction or renovation, including costs of Project planning or Project management, appraisals, inspections, and pre-construction costs such as permit fees, surveying, architectural, and engineering fees.
- (3) Furnishing or equipment.
- (4) Information technology hardware and software, not to exceed 1% of total Project costs except when approved by the Authority and only upon submission of justification that the additional information technology costs are necessary for the Project to achieve the desired goals and outcomes set forth in Section 7219.

(b) Grant funds shall be used only for reasonable costs directly related to and essential for the completion of the Project.

(c) Eligible costs include only those incurred during the Grant Period.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7216 to read:

Section 7216. Grant Application.

- (a) Entities that meet the eligibility requirements of Section 7214 may apply for a Grant.
- (b) Applications with multiple Applicants shall designate one of the Applicants as Lead Grantee should a Grant be awarded.
- (c) If a Project with the same Applicants includes multiple Programs, only a single Application is required.
- (d) Application forms shall be available on the Authority's website at www.treasurer.ca.gov/chffa and at the Authority's Office located at 915 Capitol Mall, Room 590, Sacramento, California 95814 and will be referred to as the Peer Respite Care Grant Program Application Form No. CHFFA 7 PR-01 (01/2016).

(1) An original and two copies of the Application shall be received no later than 5:00 p.m. Pacific Time on the deadline date posted on the Authority's website at www.treasurer.ca.gov/chffa and may be sent to:

California Health Facilities Financing Authority
915 Capitol Mall, Room 590
Sacramento, California 95814

or the Application may be emailed as a Portable Document Format (PDF) attachment to chffa@treasurer.ca.gov. The Authority is not responsible for email transmittal delays or failures of any kind.

(2) Incomplete Applications and Applications received by the Authority after the deadline date and time of the funding round shall not be accepted for review in that funding round.

(3) Applications shall be considered final as of the deadline date and time. No additional information or documents shall be accepted by the Authority after that date, except as specifically requested by the Authority.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7217 to read:

Section 7217. Funding Rounds and Application Deadlines.

- (a) The deadline for the Funding Round shall be shall be posted on the Authority's website at www.treasurer.ca.gov/chffa.
- (b) Notices of deadlines will be posted on the Authority's website and sent to the Authority's listserv to which anyone may subscribe at www.treasurer.ca.gov.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7218 to read:

Section 7218. [Reserved].

Add Section 7219 to read:

Section 7219. Evaluation Criteria.

(a) Applications shall be scored on the following criteria:

(1) Project expands access to and capacity for community based mental health crisis services that offer relevant alternatives to hospitalization and incarceration. (Maximum 30 points)

(A) Project proposes new or expanded Peer Respite Programs to be funded by the Grant, describes the services within the Programs, and clearly identifies the Target Population(s) to be served. (Maximum 5 points)

(B) Project meets the community need existing within the current continuum, seeks to address who does and does not receive services now, and is designed to address the weaknesses of the current system and build on its strengths. (Maximum 3 points)

(C) Project increases capacity for community based mental health crisis services. The Application shall identify the number of Peer Respite beds that will be added and how the number added impacts the Target Population(s) and translates into a number of additional individuals that can be served in the community. (Maximum 7 points)

(D) Project expands and improves timely access to community based mental health crisis services. The Application shall 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 consumers and their family members; undertaking efforts to timely connect consumers to crisis services from other venues like hospitals; engaging in new outreach to families and consumers so they know new or expanded services are available; and addressing cultural, language, and other barriers unique to the community. (Maximum 7 points)

(E) Project is 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 clearly describes the proposed staffing, the community setting in which the Programs will be offered and the building in which services will be provided. (Maximum 5 points)

(F) Project leverages public and private funding sources to complete the Project. (Maximum 3 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, social services, and law enforcement. (Maximum 20 points)

(A) Project fits in with the continuum of care as it presently exists in the community. The Application identifies the shortcomings that exist within the continuum and how the Project will improve the existing continuum of care for individuals utilizing mental health crisis services (Maximum 8 points)

(B) Application identifies working relationships with Related Supports that already exist and 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 incarceration and improving wellness for individuals with mental health disorders and their families (Maximum 12 points)

(3) Identifies Key Outcomes and a Plan for Measuring Them. (Maximum 20 points)

(A) Application includes methodology, timeline and assignment of responsibility to measure and demonstrate outcomes of the Project, including the following:

(i) Reduced average disposition time for visits to emergency rooms of local hospitals. (Maximum 2 points)

(ii) Reduced hospital emergency room and psychiatric inpatient utilization. (Maximum 3 points)

(iii) Reduced law enforcement involvement on mental health crisis calls, contacts, custodies and/or transports for assessment. (Maximum 2 points)

(iv) Improvements in participation rates by consumers in outpatient mental health services, and case management services, and more placements by outreach workers. (Maximum 2 points)

(v) Consumers' and/or their family members' (when appropriate) satisfaction with the crisis services the consumer received. (Maximum 2 points)

(vi) Number of Peer Respite Care beds added. (Maximum 2 points)

(vii) Whether the Target Population is being served and other individuals who may be being served. (Maximum 2 points)

(viii) 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 Peer Respite Care costs "X" dollars and utilization of inpatient hospitalization would have cost "X" dollars, therefore value approximates "X" dollars. (Maximum 3 points)

(ix) The percent of individuals who receive a crisis service who, within 15 days, and within 30 days, return for crisis services at a hospital emergency department, psychiatric hospital or jail. (Maximum 2 points)

(4) Project is feasible, sustainable, and ready or will be feasible, sustainable and ready within nine months of the Final Allocation. (Maximum 30 points)

(A) Project timeline is clear and includes details of the following: (Maximum 7 points)

(i) Key milestones in the future and completed to date, including projected or actual Project start date (such as date of purchase, renovation or lease) and end date (such as date of occupancy).

(ii) A description of the status of use permits, licensure and/or other approval processes.

(iii) Staffing status.

(iv) Projected date services will begin to be provided to consumers.

(v) A narrative description of processes that may affect the timeline to start providing services, such as site identification and acquisition, contracting, local use permit process, California Environmental Quality Act process, licensure and certification if applicable.

(vi) A narrative description identifying potential challenges and how those challenges will be mitigated.

(B) Project has sufficient funding sources or has a plan for getting them, and proposed uses of funding are acceptable and the following are included: (Maximum 10 points)

(i) The amount of funding from funding sources, other than the Grant, including the amount of funding and the current status of the funding.

(ii) A description of how the Grant funds, as well as other grants, loans, or internal funds, will be used to ensure Grant funds will not be used for ineligible costs as described in Section 7215.

(C) Lead Grantee is creditworthy and has satisfactory financial capacity as indicated in its most recent local government credit rating or three most recent years of Audited Financial Statements which may not contain a Going Concern Qualification. (Maximum 5 points)

(D) Application includes a budget that details annual projected operating costs and a description of new Program funding sources with amounts and cash flow projections and/or how existing funding will be redirected to provide on-going support for new and expanded services, including documentation such as funding letters, minutes from the Board of Supervisors

meeting evidencing approval of the budget, or other documentation acceptable to the Authority.
(Maximum 3 points)

(E) Project includes details on the proposed organizational and operational structure of the Peer Respite Care Program, whether provided by the applicant directly or by a potential service provider. (This may include, but is not limited to, staffing criteria for designated supervisors and other personnel; staff recruitment, retaining and training; client intake, screening and discharge procedures; staff role in daily operations; relevant risk management policies; and additional support services available as part of the program, etc.) (Maximum 5 points)

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7220 to read:

Section 7220. Initial Allocation.

(a) Authority Staff will evaluate the Application's completeness, responsiveness, and clarity in addressing the criteria described in Section 7219.

(b) The scores from each reviewer of the Authority Staff will be added and the average of the scores will be calculated. The average score will be the final score assigned to the Application.

(c) The Authority Staff will make Initial Allocations based on the final score assigned to each Application, and present the Initial Allocations to the Authority for Final Allocations.

(d) Notification of Initial Allocations will be sent to Applicants before the public meeting at which the Authority will determine Final Allocations.

(e) During any funding round, Initial Allocations shall be limited to Applications which receive a minimum of 70 points under Section 7219.

(1) Applications shall score a minimum of 24 points under Section 7219, subdivision (a)(4) to be considered for an Initial Allocation.

(2) Applications receiving a score of zero points in any criteria in Section 7219, subdivision (a)(1) or (a)(2) shall not be considered for an Initial Allocation.

(f) Following Initial Allocations made pursuant to subsection (e), Initial Allocations may be considered for Applications scoring less than 70 points.

(g) Initial Allocations may be less than the amount requested in the Application to fund more Grants and control Project costs.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7221 to read:

Section 7221. Appeals.

(a) Availability.

(1) The Applicant designated as Lead Grantee on an Application may, on behalf of all Applicants listed on an Application, appeal the amount of the Initial Allocation recommended by Authority Staff for that Application, including an Authority Staff determination not to recommend a Grant. No Applicant may appeal an Initial Allocation made to another Applicant.

(b) Timing.

(1) The appeal shall be submitted to the Executive Director no later than five calendar days following the date of the notification of Initial Allocation.

(2) Appeals may be submitted to the Executive Director by email, mail or delivery to:

California Health Facilities Financing Authority
915 Capitol Mall, Room 590
Sacramento, California 95814

Email address: chffa@treasurer.ca.gov

(c) Review.

(1) The Executive Director shall review the appeal based on the Application as originally submitted. Any new or revised Application or additional documentation or information that was not submitted in the Application shall not be considered.

(2) The Executive Director shall make a decision on the merit of the appeal and notify the Applicant of the decision no later than 20 calendar days after receipt of the appeal.

(3) The decision of the Executive Director may be appealed to the Authority, by written notification to the Executive Director within five calendar days of the date of the Executive Director's decision.

(4) The Authority shall make a final decision on an appeal of the Executive Director's decision at a public meeting.

(d) Successful appeals.

(1) An Initial Allocation to an Applicant based on the appeal may result in a reduction or elimination of Initial Allocations to other Applicants that would have otherwise received an Initial Allocation.

(2) Adjustments to any Initial Allocations following any appeals may not be appealed.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7222 to read:

Section 7222. Final Allocation.

- (a) Final Allocations shall be determined by the Authority at a public meeting.
- (b) A Grant Award Letter that includes the following shall be sent to all Applicants approved for a Final Allocation:
 - (1) Name(s) of the Grantee.
 - (2) Grant amount.
 - (3) The Grant Period.
 - (4) A description of the costs to be funded by the Grant.
 - (5) A request for a resolution of the governing board authorizing an official to accept the Grant and all responsibilities flowing therefrom.
 - (6) Notification that the funds for a Grant under the Peer Respite Care Grant Program are subject to availability of funds.
 - (7) A statement that the Authority reserves the right to modify or cancel the commitment upon failure of the Applicant to execute a Grant Agreement or otherwise fail to comply with this subchapter or if the Authority becomes aware of any matter which, if known at the time of Application review and approval, would have resulted in the rejection of the Application or the Grant not being approved.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7223 to read:

Section 7223. Use of the Grant.

- (a) Grant funds shall only be used for the purposes described in the Grant Agreement.
- (b) Grant funds may supplement but not supplant existing financial or resource commitments.
- (c) Grantee may request a change in the use of Grant funds or request an extension of the Grant Period by submitting a written request to the Authority that documents the reason(s) the change is needed and demonstrates it is consistent with the Peer Respite Care Grant Program and this subchapter.
- (d) Grantee shall not make changes to the uses of Grant funds until receipt of written approval from the Authority.

(e) Grantee shall not dispose of any capital asset acquired by Grant funds before the end of the useful life of the asset.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7224 to read:

Section 7224. Grant Agreement.

(a) The terms and conditions of a Grant shall be set forth in a Grant Agreement which shall include, at a minimum, all of the following:

(1) The Grant amount.

(2) A description of the Project.

(3) Release of Grant Funds procedures in accordance with Section 7225, as applicable.

(4) Agreement that the Grantee shall comply with the Peer Respite Care Grant Program and this subchapter, including, but not limited to, Section 7223.

(5) The Grantee shall defend, indemnify and hold harmless the Authority and the State of California, and all officers, trustees, agents and employees of the same, from and against any and all claims, losses, costs, damages or liabilities of any kind or nature, whether direct or indirect, arising from or relating to the Grant or Project.

(6) The Grantee shall comply with state and federal laws prohibiting discrimination, including those prohibiting discrimination because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (including cancer or genetic characteristics), sexual orientation, political affiliation, position in a labor dispute, age, marital status and denial of statutorily-required, employment-related leave.

(7) Grantee shall comply with California's prevailing wage law under Labor Code Section 1720 et seq. for public works projects.

(8) Grantee shall cooperate in inspections and audits.

(9) Notification that subject to the availability of funds, the Grant may be rescinded or reduced.

(10) Provisions relating to lease agreements, if applicable, pursuant to Section 7226.

(11) Resolution of the Authority authorizing the Grant.

(12) Resolution of the Grantee's governing board accepting the Grant and delegating authority to an officer to act on its behalf.

(13) Provision regarding default and its remedies, including forfeiture and return of the Grant funds to the Authority.

(14) Provision requiring Grantee to provide updated information upon request from Authority Staff to determine the Project's readiness and feasibility.

(15) Other terms and conditions that may be required by the Authority related to the Grant or Project.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7225 to read:

Section 7225. Release of Grant Funds.

(a) Grant funds shall not be released until the following requirements have been met:

(1) A Grant Agreement has been executed by the Authority and Grantee.

(2) The Grantee has submitted to the Authority the following documentation, if available. If not available, Grantee has submitted a detailed statement concerning the status of obtaining any or all of this documentation to enable Authority Staff to determine readiness and feasibility.

(A) For construction or renovation.

(i) Detail of building plans, costs, and timelines.

(ii) Executed construction contract.

(iii) Architect, design and engineering contracts, if applicable.

(iv) Building permits and conditional use permits, if applicable.

(v) Evidence of compliance with the California Environmental Quality Act.

(vi) Evidence of compliance with prevailing wage law under Labor Code Section 1720 et. seq.

(vii) Evidence of property ownership, such as a grant deed or lease agreement and title report as required under Section 7226.

(viii) In addition to subdivisions (a)(2)(A)(i-vii), prior to the release of Grant funds to a private nonprofit corporation or public agency designated by a county or Counties Applying Jointly for construction or renovation on real property acquired with Grant funds by the designated private nonprofit corporation or public agency, the designated private nonprofit corporation or public agency shall execute a Grant Agreement and agree to comply with Section 7225.1. The Lead Grantee may request the Authority to release the Grant funds to the designated private nonprofit corporation or public agency or to the Lead Grantee for disbursement to the designated private nonprofit corporation or public agency. The designated private nonprofit corporation or public agency shall return the Grant funds to the Authority if the designated private nonprofit corporation or public agency fails to comply with Section 7225.1.

(B) For real property acquisitions:

(i) An appraisal completed within the previous six months by a state certified appraiser.

(ii) In addition to subdivision (a)(2)(B)(i), prior to the release of Grant funds to a private nonprofit corporation or public agency designated by a county or Counties Applying Jointly to acquire real property, the designated private nonprofit corporation or public agency shall execute a Grant Agreement and agree to comply with Section 7225.1. The Lead Grantee may request the Authority to release the Grant funds to the designated private nonprofit corporation or public agency, or to the Lead Grantee for disbursement to the designated private nonprofit corporation or public agency. The designated private nonprofit corporation or public agency shall return the Grant funds to the Authority if the designated private nonprofit corporation or public agency fails to comply with Section 7225.1.

(C) For acquisition of furniture and equipment: A list of items to be purchased and a copy of related purchase orders.

(D) For other eligible costs: Contracts and/or purchase orders.

(3) The Authority Staff has determined the Project is ready and feasible.

(A) The determination that the Project is ready and feasible may occur at the time of Initial Allocation or within nine months following Final Allocation.

(B) If the determination is made after Final Allocation, the determination shall be based on updated information provided to the Authority by Grantee in accordance with Section 7224(a)(14).

(C) Limited extensions beyond nine months as set forth in subdivision (3)(A) shall be made on a case-by-case basis at the discretion of the Executive Director for good cause, such as reasonable delays associated with obtaining building and conditional use permits, obtaining California Environmental Quality Act compliance documentation, or identifying a qualified provider.

(D) Failure to demonstrate readiness and feasibility within the timeframes dictated by the Authority shall cancel the Grant and the Grant funds shall be made available to other Applicants.

(4) The Grantee has submitted to the Authority a completed Request for Disbursement [Form No. CHFFA 7 PR-02 \(01/2016\)](#). Except for the initial submission of the Request for Disbursement [Form No. CHFFA 7 PR-02 \(01/2016\)](#), a status report and Actual Expenditures Report [Form No. CHFFA 7 PR-03, \(R01/2016\)](#) as required by Section 7228, subdivisions (a)(1) and (a)(2) shall accompany all Requests for Disbursement [Form No. CHFFA 7 PR-02 \(01/2016\)](#).

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7225.1 to read:

Section 7225.1. Grant Funds to a Designated Private Nonprofit Corporation or Public Agency for Real Property Acquisition, Construction or Renovation.

(a) The Authority may, at its discretion, give consideration to a private nonprofit corporation or public agency in an area or region of the state if a county, or Counties Applying Jointly, affirmatively supports this designation and collaboration in lieu of a county directly receiving Grant funds for real property acquisition or for construction or renovation on real property acquired with Grant funds by the designated private nonprofit corporation or public agency. The designated private nonprofit corporation or public agency shall comply with all of the following requirements:

(1) The designated private nonprofit corporation or public agency shall provide the Program(s) services.

(2) The designated private nonprofit corporation or public agency shall execute a Grant Agreement that:

(A) Complies with the provisions contained in Section 7224.

(B) Provides that in the event the designated private nonprofit corporation or public agency fails to provide Peer Respite Care services as provided in the Grant Agreement, title to the real property shall be given to the county or Counties Applying Jointly.

(i) In the event the county or Counties Applying Jointly do not take and hold title to the real property when the designated private nonprofit corporation or public agency fails to provide Peer Respite Care services as provided in the Grant Agreement, the Authority may take any action necessary to take and hold title to the real property.

(3) The designated private nonprofit corporation shall provide, upon request, Audited Financial Statements and shall retain all Project and financial records necessary to substantiate the purposes for which the Grant funds were spent for a period of three years after the certification of Project completion has been submitted.

(4) The designated private nonprofit corporation or public agency shall provide, upon request, a current title report that shows all of the following:

(A) No easements, exceptions or restrictions on the use of the site that shall interfere with or impair the operation of the Project.

(B) A fee title subject to the lease agreement described in subdivision (a)(5).

(C) A deed of trust recorded in the chain of title against the real property that contains the lease agreement described in subdivision (a)(5).

(5) The designated private nonprofit corporation or public agency shall enter into a lease agreement with the county or Counties Applying Jointly for use of the real property for Peer Respite Care for the useful life of the Project, including any renewals. The lease agreement shall provide that:

(A) In the event the designated private nonprofit corporation or public agency fails to provide Peer Respite Care services as provided in the Grant Agreement, title to the real property shall be given to the county or Counties Applying Jointly.

(B) In the event the county or Counties Applying Jointly do not take and hold title to the real property when the designated private nonprofit corporation or public agency fails to provide Peer Respite Care as provided in the Grant Agreement, the Authority may take any action necessary to take and hold title to the real property.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7226 to read:

Section 7226. Requirements for Construction Projects on Leased Property

(a) A Grantee may use Grant funds for construction or renovation on property that is leased to the Grantee. The following requirements shall be satisfied prior to release of Grant funds:

(1) The lease agreement shall provide the Grantee, as lessee, full access to the site to carry out the Project.

(2) The term of the lease agreement shall be at least as long as the useful life of the Project.

(3) The lease agreement shall provide that any existing or subsequent encumbrance on the property (e.g. deed of trust) or sale of the property shall be subject to the lease agreement.

(4) The lease agreement shall provide that the only remedy for any default by Grantee, including failure to pay rent, is suit for rent or specific performance to remedy specific breach. The landlord's remedies for any default by Grantee may not include cancellation of lease agreement, retaking of property or eviction of Grantee.

(5) A current title report on the site, brought up to date as of the effective date of the lease agreement shall be provided to the Authority. The title report shall show all of the following:

(A) No delinquent taxes or assessments or, if there are delinquent taxes or assessments, these are being contested in good faith.

(B) No easements, exceptions or restrictions on the use of the site that shall interfere with or impair the operation of the Project.

(C) A restrictive covenant recorded in the chain of title that the property shall be used only for Peer Respite Care during the useful life of the leasehold improvements funded by the Grant.

(D) Fee title is subject to the lease agreement and recorded in the chain of title.

(b) If the lease agreement terminates prior to the end of the useful life of the Project and the property that was subject to the lease agreement is not simultaneously released under a new lease agreement that complies with the requirements of this Section or fee title to the property that was subject to the lease agreement is not simultaneously transferred to the Grantee, the Authority is entitled to recover the Grant funds.

(c) When a Project on leased property includes improvements to any common areas that are shared with other tenants or areas that are not leased by the Grantee, the Grant funds shall be limited only to the proportionate costs of the Project which exclude the costs related to such areas.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7227 to read:

Section 7227. Recovery of Funds for Non-Performance and Unused Grant Funds; Remedies.

(a) If the Authority determines that Grant funds were not used consistent with the Peer Respite Care Grant Program, this subchapter or the Grant Agreement, the Authority may require remedies, including the forfeiture and return of the Grant funds to the Authority.

(b) If the Grantee fails to timely begin or complete the Project, the Authority may require remedies including forfeiture and return of the Grant funds to the Authority.

(c) Unused funds and any unused investment earnings on such Grant funds shall be returned by the Grantee to the Authority no later than the date of the certification of Project completion.

(d) In the event the county or Counties Applying Jointly do not take and hold title to the real property as provided in Section 7225.1, the Authority may take any action necessary to take and hold title to the real property.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7228 to read:

Section 7228. Reporting Requirements.

(a) The Grantee shall submit a status report and a completed Actual Expenditures Report [Form No. CHFFA 7 PR-03 \(01/2016\)](#) within 45 days following the completion of the periods ending on June 30 and December 31 of each year during the Grant Period, pursuant to Section 7225, subdivision (a)(4), and upon the Authority's request.

(1) Status reports to the Authority shall include:

(i) A description of activities performed for the Project and activities related to Project operations, including population served, if applicable, since the date of the preceding status report or initial Request for Disbursement [Form No. CHFFA 7 PR-02 \(01/2016\)](#), as applicable.

(ii) A summary of incurred costs and expenditures related to the Project consistent with cost information submitted in the Application and an explanation of any variances from the Application.

(iii) A summary of data or preliminary evaluation results, available to date, related to all outcomes described in Section 7219, subdivision (a)(3) and a description of any challenges in obtaining relevant data.

(iv) A summary of other funding sources utilized for the Project.

(v) A description of remaining work to be completed for the Project and an estimated timeline or schedule for the completion of that work.

(vi) A description of whether the Project is within the proposed budget and, if not, the reasons for any differences and the actions that will be taken to ensure that the Project has sufficient funding for completion.

(2) The Actual Expenditures Report [Form No. CHFFA 7 PR-03 \(01/2016\)](#) shall be accompanied by evidence of payment and documentation acceptable to the Authority sufficient to establish eligibility of costs incurred and expenditure of Grant funds such as executed purchase and sale agreement, proof of title, cancelled checks, proof of wire transfers, receipts and time sheets.

(b) Grantee shall submit a completed Certificate of Completion and Final Report [Form No. CHFFA 7 PR-04 \(04/2016\)](#) and the following documentation, as applicable, within 60 days of Project completion:

(1) For all Projects:

(A) License and certification of Program(s) if applicable.

(B) Summary of sources and uses of funds that show that the Grant and any investment earnings on Grant funds did not exceed the cost of the Project.

(C) Project's outcomes described in Section 7219 subdivision (a)(3) and key milestones and accomplishments .

(2) For Projects that include real property acquisition: Final closing statement with certification by the title company.

(3) For Projects that include building construction or renovation: Certificate of occupancy.

(c) After submission of the Certificate of Completion and Final Report, Grantees shall submit annual reports to the Authority through June 30, 2018 to report on Project key milestones, accomplishments, and outcomes, including a discussion of the populations being served. This report shall be certified by an authorized officer of the Grantee. Authority Staff may request annual reports after June 30, 2018 to continue tracking accomplishments, outcomes and populations served.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

Add Section 7229 to read:

Section 7229. Records Retention, Inspections and Audits.

(a) Grantees shall retain all Project and financial records necessary to substantiate the purposes for which the Grant funds were spent for a period of three years after the certification of Project completion has been submitted.

(b) Co-Applicants that are a private nonprofit corporation shall provide, upon request, Audited Financial Statements to Authority Staff.

(c) Authority may perform site visits to inspect the Project during the Grant Period and may inspect and/or audit Project records during the Grant Period and for three years after the certification of Project completion has been submitted.

Note: Authority: SB 75 (Stats. 2015, CH. 18, Sec 55), Reference: SB 75 (Stats. 2015, CH. 18, Sec 55).

CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY



Peer Respite Care Grant Program Application

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Sacramento, California 95814
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General Instructions

Please refer closely to the regulations 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 7213 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.

PEER RESPITE CARE GRANT PROGRAM

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

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

DESIGNATED 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 to be added by the proposed Project:

<input type="checkbox"/> Peer Respite Care _____ beds Amount Requested \$ _____	
--	--

Purpose of Grant: *Check all applicable boxes*

- | | |
|--|---|
| <input type="checkbox"/> Purchase of real property | <input type="checkbox"/> Construction or renovation |
| <input type="checkbox"/> Furnishings or Equipment | <input type="checkbox"/> Information technology |

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:	

YES NO NA Currently licensed by the California Department of Social Services and in substantial compliance as defined in Section 80001 of Title 22 of the California Code of Regulations.

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:	

YES NO NA Currently licensed by the California Department of Social Services and in substantial compliance as defined in Section 80001 of Title 22 of the California Code of Regulations.

Form-3: SUMMARY OF FUNDING REQUESTED

REQUESTED FUNDING BY PROGRAM		
Peer Respite Care Program		
ELIGIBLE COSTS		AMOUNT
Purchase of Real Property (how many properties?)	\$	0.00
Construction or Renovation	\$	0.00
Furnishings or Equipment	\$	0.00
Information Technology*	\$	0.00
SUB-TOTAL	\$	0.00
Total Requested Grant Amount	\$	0.00

* Information Technology hardware and software costs may not exceed 1% of total Project costs except when approved by Authority and only upon submission of justification in Application narrative (evaluation criteria 4(b)(i)) that the additional information technology costs are necessary for the Project to achieve the desired goals and outcomes set forth in Section 7219 of the regulations.

Form-4: COUNTY GRANT AMOUNTS WORKSHEET

Additional Funding

If the Legislature makes additional funds available would you request additional funding?

If so, how much \$ _____

Brief description of the Project that additional funding would be used for. Another Application may be required.



Evaluation Criteria

Applications shall be scored on the criteria set forth in Section 7219 of the regulations:

1. Project expands access to and capacity for community based mental health crisis services that offer relevant alternatives to hospitalization and incarceration. (Maximum 30 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, social services, and law enforcement. (Maximum 20 points).
3. Identifies key outcomes and a plan for measuring them. (Maximum 20 points).
4. Project is feasible, sustainable and ready or will be feasible, sustainable and ready within nine months of the Final Allocation. (Maximum 30 points).

Please address each of the criteria set forth in Section 7219, as follows:

1. Project expands access to and capacity for community based mental health crisis services that offer relevant alternatives to hospitalization and incarceration (Maximum 30 points).

- a. Describe the new or expanded Peer Respite Care Program to be funded by the Grant and the services within the Program, including the Target Population(s) to be served. (Maximum 5 points)
- b. Describe the community need existing within the current continuum, including who does and does not receive services now and how the Project will address weaknesses of the current system and build on existing 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 7 points)
 - i. Identify the number of Peer Respite Care beds that will be added.
 - ii. How the number added impacts the Target Population(s) and translates into a number of additional individuals 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. (Maximum 7 points) For example,
 - i. Will the hours of existing services be extended?
 - ii. Will there be additional locations where services can be accessed by consumers and their family members?
 - iii. What efforts if any will be undertaken to timely connect consumers to crisis services from other venues like hospitals?



- iv. Will there be new outreach provided to families and consumers so they know new or expanded services are available?
- v. Will cultural, language, and other barriers unique to the community be addressed?
- vi. Will there be any other efforts undertaken to improve access? Describe.
- e. Describe how the proposed 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 in which services will be provided. (Maximum 5 points)
- f. Identify all public and private funding sources to complete the Project and explain efforts undertaken to leverage the funding to be provided by the Grant. (Maximum 3 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, social services, and law enforcement. (Maximum 20 points).

- a. Describe how the Project fits in with the continuum of care as it presently exists in the community. (Maximum 8 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 Project will improve the existing continuum of care for individuals utilizing mental health crisis services.
- 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 incarceration and improving wellness for individuals with mental health disorders and their families. (Maximum 12 points)
 - i. An example of an enhancement may include training of local law enforcement, current crisis providers, hospital staff and other related providers on how to properly respond to individuals experiencing a mental health crisis.
 - ii. An example of an expansion may include adding a supportive housing provider to the local collaboration for post-crisis residential placements.

3. Identifies key outcomes and a plan for measuring them. (Maximum 20 points)

- a. Provide a plan that includes methodology, timeline and assignment of responsibility to measure and demonstrate outcomes of the Project, including the following:
 - i. Reduced average disposition time for visits to emergency rooms of local hospitals. (Maximum 2 points)
 - ii. Reduced hospital emergency room and psychiatric inpatient utilization.



(Maximum 3 points)

- iii. Reduced law enforcement involvement on mental health crisis calls, contacts, custodies and/or transports for assessment. (Maximum 2 points)
- iv. Improvements in participation rates by consumers in outpatient mental health services, and case management services, and more placements by outreach workers. (Maximum 2 points)
- v. Consumers' and/or their family members' (when appropriate) satisfaction with the crisis services the consumer received. (Maximum 2 points)
- vi. Number of Peer Respite Care beds added. (Maximum 2 points)
- vii. Whether the Target Population is being served and other individuals who may be being served. (Maximum 2 points)
- viii. 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 Peer Respite Care costs "X" dollars and utilization of inpatient hospitalization would have cost "X" dollars, therefore value approximates "X" dollars. (Maximum 3 points)
- ix. The percent of individuals who receive a crisis service who, within 15 days, and within 30 days, return for crisis services at a hospital emergency department, psychiatric hospital or jail. (Maximum 2 points)

4. Project is feasible, sustainable, and ready or will be feasible, sustainable and ready within nine months of the Final Allocation. (Maximum 30 points)

READINESS

- a. Provide a Project timeline and associated narrative, which includes projected or actual key dates and addresses the following: (Maximum 7 points)
 - i. Key milestones in the future and completed to date, including projected or actual Project start date (such as date of purchase, renovation or lease) and end date (such as date of occupancy).
 - ii. A description of the status of use permits, licensure and/or other approval processes.
 - iii. Staffing status.
 - iv. Projected date services will begin to be provided to consumers.
 - v. Processes that may affect the timeline to start providing services, such as site identification and acquisition, contracting, local use permit process, licensure and certification if applicable, and California Environmental Quality Act (CEQA) approval process (*See Attachment D*).
 - vi. Potential challenges and how those challenges will be mitigated.



FEASIBILITY

- b. Provide a Project budget, including “Summary of Funding Requested” (Form-3), “County Grant Amounts Worksheet” (Form-4), and “Sources and Uses” (Form-5). Also 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 is being requested, include a separate line item budget detailing those costs. If information technology exceeds 1% of total Project costs, provide a justification that the additional costs are necessary for the Project to achieve the goals and outcomes set forth in Section 7219 of the regulations.
 - ii. A description of funding from funding sources 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 how the Grant funds, as well as other grants, loans, or internal funds, will be used to ensure Grant funds will not be used for ineligible costs as described in Section 7215 of the regulations.

SUSTAINABILITY

- c. Provide a means of assessing financial capacity and/or creditworthiness of the Lead Grantee in the form of most recent local government credit rating or three most recent years Audited Financial Statements, which may not contain a Going Concern Qualification. (Maximum 5 points)
- d. Provide a Program operating budget that details annual operating costs projected for the proposed Program(s). Describe new Program funding source(s) with amounts and cash flow projections and/or how existing funding will be redirected to provide on-going support and sustainability for new and expanded services. Include documentation such as minutes from the Board of Supervisors meeting evidencing approval of the budget, or other documentation acceptable to the Authority. (Maximum 3 points)
- e. Describe the proposed organizational and operational structure of the Program.: (Maximum 10 points)



Requirements for Private Nonprofit Corporation Applicants

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

1. A copy of its tax-exemption letter from both the Internal Revenue Service and the Franchise Tax Board.
2. A copy of the most recent license(s), if applicable, or notification of exemption from licensure from the State governmental entity with jurisdiction over the services provided by or facility operated by the private nonprofit corporation.
3. A completed Legal Status Questionnaire for Private Nonprofit Corporations (Attachment C).
4. In addition, upon request, 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 any legal or regulatory action or investigation that may have a material impact on the financial viability of the Project or the county/public agency. The disclosure should be limited to actions or investigations in which the county/public agency has been named a party.

Response:

2. Fraud, Corruption, or Serious Harm

Disclose any legal or regulatory action or investigation involving fraud or corruption, or health and safety where there are allegations of serious harm to employees, the public, or the environment. The disclosure should be limited to actions or investigations pertaining to mental health services and in which the county/public agency or the county's/ public agency's officer or personnel has been named a defendant within the past ten years.

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), complaint or filing, and the outcome.

ATTACHMENT C

LEGAL STATUS QUESTIONNAIRE FOR PRIVATE NONPROFIT CORPORATIONS

1. Financial Viability

Disclose any legal or regulatory action or investigation that may have a material impact on the financial viability of the Project or the private nonprofit corporation. The disclosure should be limited to actions or investigations in which the private nonprofit corporation or the private nonprofit corporation's parent, subsidiary, or affiliate involved in the management, operation or development of the Project has been named a party.

Response:

2. Fraud, Corruption, or Serious Harm

Disclose any legal or regulatory action or investigation involving fraud or corruption, or health and safety where there are allegations of serious harm to employees, the public, or the environment. The disclosure should be limited to actions or investigations in which the private nonprofit corporation or the private nonprofit corporation's current board member (except for volunteer board members of nonprofit entities), partner, limited liability corporation member, senior officer, or senior management personnel has been named a defendant within the past ten years.

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), 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 nine months of award, 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:
 - Project timeline with narrative as described in Criteria #4 (a)
 - Project budget with narrative as described in Criteria #4 (b) (i)-(ii)
 - Program operating budget with narrative as described in Criteria #4 (d)
 - Most recent local government credit rating or three years of most recent audited financial statements as described in Criteria #4 (c)
 - Narrative for Criteria #4 (e)
- Attach all requirements 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 (if applicable)
- Attachment D - California Environmental Quality Act (CEQA) Review for each project site (if applicable)

**California Health Facilities Financing Authority (“CHFFA”)
Peer Respite Care Grant Program
Request for Disbursement Form**

Request # _____
Grant # _____
Award Amount _____

Project Name or Description:	<input type="checkbox"/> Peer Respite Care
------------------------------	--

CHFFA Project Officer
Phone: _____
Fax: _____
E-Mail: _____

Lead Grantee: _____

Cost Type(s)	Total of previous disbursement	Projected Expenditure Amount
Capital Funding:	\$ _____	\$ _____
Total - Previous Disbursement:	\$ _____	\$ _____

FOR CHFFA USE ONLY	
Disbursement	
This Disbursement	Total to Date
\$ _____	\$ _____
\$ _____	\$ _____

Documentation to Accompany Form:

Please attach a spreadsheet and other documentation used to establish this projection.

TOTAL DISBURSEMENT REQUEST: \$ _____

Has the scope of the Project changed from the description in your grant agreement? YES or NO (circle one) If yes, use Attachment 1 to request approval of and explain any line item changes needed.

I certify that to the best of my knowledge, the information contained in this projection and the accompanying materials is true and accurate. I understand that misrepresentation may result in the cancellation of the grant and other actions which the Authority is authorized to take.

By (Print Name of Authorized Officer)

Signature

Title

Date

Phone:

Email:

Except for the initial submission of this form, please attach status report in accordance with Section 7225(a)(4) and 7228 in the regulations.

California Health Facilities Financing Authority (“CHFFA”)
Peer Respite Care Grant Program

Grant # _____
Date Submitted: _____

REQUEST FOR CHANGE

Lead Grantee _____

1) Please detail the requested change or changes in the table below.

Line/Category	Approved Amount	Change Requested	Amount, if approved

2) Explain budget change requested above. Why is the change needed?

3) Does the change affect the scope of the project as shown in your grant agreement YES or NO (circle one)
If yes, please explain in detail.

4) Request change of Grant Period end date from _____ to _____
Please explain.

**California Health Facilities Financing Authority ("CHFFA")
Peer Respite Care Grant Program
Actual Expenditures Report
SUMMARY SHEET**

Grant # _____
Award Amount _____

Project Name or Description	<input type="checkbox"/> Peer Respite Care
-----------------------------	--

CHFFA Project Officer

Phone:

Fax:

E-Mail:

Lead Grantee: _____

	Date of Expenditures From _____ to _____	Actual Expenditures
Purchase of real property (Attachment A):	\$	_____
Construction or renovation (Attachment B):	\$	_____
Furnishings or equipment (Attachment C):	\$	_____
Information technology hardware and software (Attachment D):	\$	_____
TOTAL:	\$	_____

FOR CHFFA USE ONLY	
Verified as Eligible	Budget Remaining
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____

I certify that to the best of my knowledge, the information contained in this report form and the accompanying materials is true and accurate. I understand that misrepresentation may result in the cancellation of the grant and other actions which the Authority is authorized to take.

By (Print Name of Authorized Officer)	Signature
Title	Date
Phone:	Email:

- Please check applicable status report submitted with this form:
- Mid-year Due within 45 days following June 30
 - End of year Due within 45 days following December 31
 - Supplemental Upon CHFFA Request

California Health Facilities Financing Authority ("CHFFA")
Peer Respite Care Grant Program
Actual Expenditures Form – Purchase of Real Property

Grant #: _____

Date: _____

Lead Grantee _____

Table with 5 columns: Payee, Payment Date, Payment Number, Description, Amount. Rows 1-15 for individual entries, and a final row for 'TOTAL EXPENDITURES REQUEST – PURCHASE OF REAL PROPERTY (All pages):'.

NOTE: 1. Attach supporting documentation behind this form in list order and number documents in list order. 2. If more than 15 items are to be listed, copy this form for additional pages and please note total number of pages included _____.

**California Health Facilities Financing Authority (“CHFFA”)
Peer Respite Care Grant Program
Actual Expenditures Form – Construction or Renovation**

Grant #: _____

Date: _____

Lead Grantee _____

	Payee	Payment Date	Payment Number	Description	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
	TOTAL EXPENDITURES REQUEST – CONSTRUCTION OR RENOVATION (All pages):				

NOTE: 1. Attach supporting documentation behind this form in list order and number documents in list order. 2. If more than 15 items are to be listed, copy this form for additional pages and please note total number of pages included _____.

California Health Facilities Financing Authority ("CHFFA")
Peer Respite Care Grant Program
Actual Expenditures Form – Furnishings or Equipment

Grant #: _____

Date: _____

Lead Grantee _____

Table with 5 columns: Payee, Payment Date, Payment Number, Description, Amount. Rows 1-15 for individual entries, and a final row for 'TOTAL EXPENDITURES REQUEST – FURNISHINGS OR EQUIPMENT (All Pages):'.

NOTE: 1. Attach supporting documentation behind this form in list order and number documents in list order. 2. If more than 15 items are to be listed, copy this form for additional pages and please note total number of pages included _____.

California Health Facilities Financing Authority ("CHFFA")
Peer Respite Care Grant Program

Actual Expenditures Form – Information Technology Hardware and Software

Grant #: _____

Date: _____

Lead Grantee _____

	Payee	Payment Date	Payment Number	Description	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
TOTAL EXPENDITURES REQUEST – INFORMATION TECHNOLOGY HARDWARE AND SOFTWARE (All Pages):					

- NOTE:**
- 1. Attach supporting documentation behind this form in list order and number documents in list order.
 - 2. If more than 15 items are to be listed, copy this form for additional pages and please note total number of pages included _____.

**COMPLETION CERTIFICATE & FINAL REPORT
Peer Respite Care Grant Program**

California Health Facilities Financing Authority (CHFFA)

Grantee:	
Grant Award #	Grant Amount: \$
CHFFA Approval Date:	Grant Period End Date:
Project Description:	

PART I: NARRATIVE QUESTIONS

Please attach a narrative in response to the following questions.

1) Results of the Project

Through the Investment in Mental Health Wellness Act of 2013, the legislature of the State of California authorized the Investment in Mental Health Wellness Grant Program to increase capacity for mental health crisis services. Please provide descriptions, data and/or stories that demonstrate how well the project contributed to each of the following key outcomes:

- a) Reduced average disposition time for visits to emergency rooms and local hospital(s).
- b) Reduced hospital emergency room and psychiatric inpatient utilization.
- c) Reduced law enforcement time spent on mental health crisis calls, contacts, custodies and/or transports for assessment.
- d) Improvements in participation rates for outpatient mental health services and case management services.
- e) Consumers' and/or their family members' (when appropriate) satisfaction with the crisis services the consumer received.
- f) Number of crisis residential beds, crisis stabilization units and mobile crisis vehicles and support teams added.
- g) Services provided to target population, including individuals eligible for Medi-Cal, individuals eligible for county health and mental health services, and any other populations affected.
- h) Value of the program(s), such as mitigation of costs to the county, law enforcement, and/or hospitals.

2) Key Milestones

- a) When did the project start?
- b) When was it (and any associated larger project) completed and when did services for each funded Program begin?
- c) What were some other key milestones or notable events, including licensing and certification (if applicable)?
- d) If the project (or an associated larger project) requires follow-up implementation actions, please provide information detailing:
 - i. how implementation will take place.
 - ii. what funding, staffing, equipment, or other resources are needed or have been secured?
 - iii. a timeline with key dates projected for completion, licensing and/or other approvals as applicable.

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PART II: ACTUAL PROJECT SOURCES & USES

Please provide a summary of actual sources and uses in the format provided below. Provide an "as of" date. Peer Respite Care Program grants cannot exceed the total cost of the project. Total sources must equal total uses.

Sources of Funds – as of (date) _____:

CHFFA grant(s)	\$	_____
Mental Health Services Act (MHSA) funds	\$	_____
Realignment funds	\$	_____
Medi-Cal, Federal Financial Participation	\$	_____
Interest earnings from advanced funds	\$	_____
Other sources, list (i.e. bank loans, other grants)		_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Sources	\$	_____

Uses of Funds (from all sources) – as of (date) _____:

Purchase of real property	\$	_____
Construction or renovation	\$	_____
Furnishings or equipment	\$	_____
Information technology hardware and software	\$	_____
Other costs, list (i.e. operating costs, evaluation)		_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Uses	\$	_____

PART III: CERTIFICATION

I hereby certify that, to the best of my knowledge, all grant funds were expended on the above named project, the project is complete, the grant did not exceed the total project costs, all interest earnings have been reported to CHFFA, and this report and all accompanying documents are true and correct. I understand that the grant agreement includes valid and binding obligations that extend beyond the term of the grant.

Signature:

Date

Name: _____

Title: _____

Additional Contact:

Name: _____

Title: _____

Email: _____

Phone: _____