

California Community Colleges Mental Health Services Grant Program

Request for Applications (RFA) Questions and Answers

Updated 10/11/2019

- 1) Does the letter of intent to apply need to be signed by the President/Superintendent or can it be an administrator working on the grant? After submitting the LOI, do we need to wait to receive an invitation to apply for this grant?

Response: The Letter of Intent to Apply does not require signatures. Please refer to the RFA document, Appendix A for the LOI template and for additional details. The LOI submission is a notification process only. There is no need to wait for an invitation to submit an application.

- 2) I have a question about eligibility for applying under the emerging program designation. We do charge a health fee, but are not currently providing health/mental health services to students at our four centers. We are also not engaged in many of the outcomes identified by this grant (training, campus stigma reduction, ensuring culturally competent services, etc.). Are we eligible to apply given that we currently assess a health fee?

Response: Because the college does charge a student health fee, your college is **NOT** eligible to apply under the emerging program designation. However, your college is eligible to apply for the following pool of awards: Multi-college districts submitting an application on behalf of a single college and single-college district applicants are eligible to apply for up to \$400,000.

- 3) If our District received funding in the last grant cycle can one college within the district apply for funding as a single college with the new program design?

Response: All districts/colleges are eligible to apply for the CCC SMH program grant regardless of any grant they may have previously received.

- 4) After listening to the webinar and reviewing the application, I am not seeing a requirement for Letters of Support from our partnering organizations. Is there no such requirement?

Response: There is not a requirement to submit Letters of Support. Additional material should not be included in the application and inclusion of additional materials may cause an application to be disqualified.

- 5) On the Letter of Intent for the Mental Health Services grant, should we be listing the name/title of the person who will be signing all required application documents on behalf of the District, if it is someone other than the Chancellor?

Response: The Letter of Intent to Apply should list the appropriate contacts at your college. This may or may not be the individual who will be signing grant documents should your application be awarded. The contact information submitted in the application can be different from what was submitted in the Letter of Intent to Apply.

- 6) If we name six colleges on our Letter of Intent to Apply, but as we work on the application and 2 or 3 colleges back out and decide not to pursue opportunity, will our application still be considered? Can we move forward with remaining colleges interested?

Response: Yes, you can still move forward with your application. The information submitted in the application can be different from what was submitted in the Letter of Intent to Apply.

- 7) If our District currently has a Mental Health grant that ends 12/31/20, are we eligible to apply for one this round, due 10/18/19?

Response: All districts/colleges are eligible to apply for the CCC SMH program grant regardless of any grant they may have previously received.

- 8) Our single college district turned in the letter of intent and marked “emerging program designation” as we do not charge a fee for health services and do not have an established MH program. However, we have since realized that with a one-time grant, last winter (January-June 2019), we contracted a part time therapist who provided roughly 200 hours of counseling. Does this mean that we have an “established mental health service”?

Response: The one-time grant that funded a part-time therapist for approximately 200 hours of counseling does not constitute having established services. In this example, this college is still eligible to apply under the emerging program designation.

- 9) Our college has \$3 per term health services fee that only used to offset of student health insurance. We have NO established health services or mental health services. Is this a problem as an emerging program designation?

Response: Because the college does charge a student health fee, your college is **NOT** eligible to apply under the emerging program designation. However, your college is eligible to apply for the following pool of awards: Multi-college districts submitting an application on behalf of a single college and single-college district applicants are eligible to apply for up to \$400,000.

- 10) We are realizing that a few of our activities fit under multiple objectives, and we are wondering if we should list the activity more than once under the different objectives to make sure that is clear?

Response: Yes, you should list all activities that apply to that objective in order to provide a clear picture of how that objective will be accomplished.

- 11) Can we include grant expenses for furniture to provide in a new mental health space so that we can expand MH counseling services on campus?

Response: Expenditures of these funds should be directly related to the objectives listed in the RFA. As long as a direct line can be made from the expenditure to one of the three objectives listed on page 7 of the RFA, the purchase is allowable. Individual expenditure decisions are made at the local level, and it is up to the district/college to ensure that expenditures are reasonable and justifiable.

12) Are there examples of previous Mental Health Grants that are available to reference?

Response: The **2019 Mental Health Services Report** is available on the **Chancellor's Office website**.

13) How do you duplicate the Workplan Form from a pdf?

Response: To extract the Workplan Form from the RFA document in order to duplicate as needed for the grant application, follow the steps listed below.

- ✓ Open the RFA document.
- ✓ Click on Edit (located on the top left side of the document).
- ✓ Click on Manage Tools.
- ✓ Click on Organize Pages (located under the Create & Edit Menu)
- ✓ Locate and click on the page you want to extract. In this example it should be page A5.
- ✓ Right click and select Extract Pages.
- ✓ Check the box that states "Extract pages as separate files" (located at the top of the document).
- ✓ Click Extract (located at the top of the document).
- ✓ A menu will pop-up to select a destination folder. Browse the PC folders to select a destination folder.
- ✓ Once the destination folder has been selected, click OK. This should save the extracted document as a separate file to the folder that you selected.

14) Is the staffing chart that is submitted in the Program Management section per college or per district?

Response: The staffing chart should include all staff that will be responsible for implementing the CCC Mental Health Services Program. This may include district and college staff.

15) Can more than one college from a multi-college district apply?

Response: Only one application per district may be submitted.

16) Can staff positions that were funded under the current 17-18 Mental Health Grant (250K) grant be included in the proposal for this new grant? These positions were established under the current grant and current budget shortfall doesn't allow for the position to be institutionalized at this time though the position would meet objectives outlined in the 19-22 grant RFA. These positions were never previously established in the Student Health Services budget.

Response: Yes, these positions are allowed to be included in this grant application because the 17-18 grant funds are one-time funds.

17) If the college is awarded the 19-22 grant and funds remain in the 17-18 grant, can the money from the 17-18 grant be expended through June 2020 before expending the monies awarded in the 19-22 grant?

Response: Yes, funds can be spent using a first-in, first-out method based on the grant performance periods. The final date to spend funds for the 19-22 grant is December 31, 2021.

- 18) Can similar actions listed in work plans submitted in the 17-18 Grant Proposal be repeated in the 19-22 grant proposal? These would be actions listed in the 17-18 grant work plan that were not able to be performed.

Response: Yes, activities that were not able to be completed in the 17-18 grant work plan can be included in the 19-22 grant proposal.

- 19) In regard to the recently announced RFA for the Mental Health Grant beginning next year, I have one question concerning the time frame allocated for grant activities. This new grant shows basically the entire 20-21 fiscal year, plus another 6 months (or in academic terms, another semester.) For planning purposes, that extra 6 months/semester is very tricky as colleges will usually budget per fiscal year (academic year.) I know the last grant was extended for several months. If this new grant were similarly extended to May/June 2022, it would allow for a 2-year period that would make planning much more congruent with all the rest that we do – and the same total money and personnel could much more easily be spread across that time. Is this a possibility?

Response: The performance period of grants are in large part determined by the date that the funds are scheduled to revert. The one-time funding in the amount of \$7 million appropriated in the 2019-20 California State Budget is scheduled to revert on June 30, 2022. As a result, the last date to expend these funds is December 31, 2021. The remaining 6 months of the funding period is used to allow sufficient time for the submission of the final expenditure report and for grant close-out procedures.

- 20) Our district is a multi-college district with three colleges. If two or even all three colleges want to apply, but have separate and distinct proposals, can each apply separately for up to the \$400K amount?

Response: Only one application per district may be submitted.

- 21) Is it allowable to include in the MH Grant proposal a remodel/ construction project? The Remodel would involve the construction of 3 private offices in a large office space adjacent to the current Behavioral Health Counseling Offices. This remodel project is required to accommodate a Mental Health Intern program.

Response: Expenditures of these funds should be directly related to the objectives listed in the RFA. As long as a direct line can be made from the expenditure to one of the three objectives listed on page 7 of the RFA, the purchase is allowable. Individual expenditure decisions are made at the local level, and it is up to the district/college to ensure that expenditures are reasonable and justifiable.

- 22) Is the Mental Health Grant RFA a matching funds grant?

Response: There is no matching funds requirement for the 19-22 CCC Mental Health Services grant program.

23) Is there a particular format or form we should use for the Letter of Intent?

Response: The Letter of Intent to Apply should be submitted using the form provided in the RFA. Please refer to the RFA document, Appendix A for the LOI template and for additional details.

24) Is there any particular information needed in the "Letter of Intent to Apply" aside from the name of the college?

Response: The Letter of Intent to Apply is a one-page form that requests contact information, the total amount you are applying for, and if you are applying under the emerging program designation. There are no signatures required as this serves as a notice that your district is planning to submit an application. Please refer to the RFA document, Appendix A for the LOI template and for additional details.

25) Can you please let us know if minor renovations of space to accommodate mental health services is an allowable use on this grant? It is an important need at our college to provide space in order for us to partner with our local county mental health department. In addition, are there any restrictions on the purchase of equipment related to mental health assessment?

Response: Expenditures of these funds should be directly related to the objectives listed in the RFA. As long as a direct line can be made from the expenditure to one of the three objectives listed on page 7 of the RFA, the purchase is allowable. Individual expenditure decisions are made at the local level, and it is up to the district/college to ensure that expenditures are reasonable and justifiable.

26) Regarding grant distribution on page 5, if a college is interested in applying for the CCCMHSG separately from our district and the other member colleges in our district. First, is that possible and if so how many awards of what amounts would we be competing for? I understand that districts/colleges without health/mental health programs and which do not collect a Student Health Fee are prioritized.

Response: Yes, individual colleges can apply without participation of their district or other colleges in their district. However, **only one application per district will be allowed.** Districts and colleges located in multi-college districts must discuss and agree upon which entity will submit the application. If a single college submits an application, the maximum grant amount is \$400,000 (we anticipate awarding up to seven (7) awards at this amount). If two or more colleges apply from a multi-college district, the maximum grant amount is \$500,000 (we anticipate awarding up to seven (7) awards at this amount). **All districts/colleges, including those with established health/mental health services currently available to students and those that charge a health services fee are eligible to apply for the grant awards identified above.** These funds can be used to expand existing mental health services to students, increasing training offerings available to faculty, staff and students, and for establishing or expanding formal partnerships with county behavioral health departments or community-based mental health service providers.

Of the total amount available (\$7,000,000) we have designated \$1,800,000 for colleges that do not currently charge a health services fee and who do not currently offer health/mental health services to their students. The maximum award amount for these grants is \$450,000 and we

anticipate awarding up to four (4) awards from this portion of the funding to support emerging programs.

27) Are districts/colleges required to submit a letter of intent to apply prior to submitting an application?

Response: Yes, applicants are required to submit a Letter of Intent to Apply by email to EdServices@cccco.edu by 5:00 p.m. PST by Friday, October 4, 2019. Please refer to the RFA document, Appendix A for the LOI template and for additional details.

28) In the RFA, Section D: Objectives references to a number mental health resources, is it possible to get additional information about these resources?

Response: Please click on the active links below to get additional information regarding the mental health resources referenced in the RFA, Section D: Objectives.

1. Illustrate the existence or planned partnerships between the college district/college and the county behavioral health department to address complex mental health needs of students.

- Establish partnerships with local and county drop-in centers for people with behavioral health conditions (more information: [Collaboration Toolkit](#)).
- Develop referral pathways to county services for individuals with complex behavioral health needs (e.g., System of Care, co-occurring disorder services, detox and treatment services). More information: [Building a Sustainable Mental Health Referral Network](#).
- Provide on-campus enrollment support to students with low income who may be eligible for benefits and county services (e.g., [Covered California](#)).

2. Provide screening services to students receiving other health care services and provide linkages to services from the appropriate on- or off-campus mental health provider.

- Implement [PHQ-9](#) or other universal screening at all intake points (more information: [Innovative Depression Screening Tools to Support Suicide Prevention](#)).
- Install screening kiosks to connect students at risk to appropriate services and supports.
- Enhance access to information, services, and accommodations for students who have a mental health disability (more information: [DSPS for Students with Mental Health Disabilities](#)).
- Create a phone consultation protocol for campus health services to communicate with county staff regarding students with more severe mental health and substance use symptoms.

3. Ensure that underserved and vulnerable student populations receive culturally competent mental health services (including referral services).

- Provide culturally competent mental health services to racially and ethnically diverse student populations (e.g., [Asian American and Pacific Islander](#), [Latino](#), [African](#)

- American** students or other student populations identified in equity related legislation; sample strategies: **Equity in Mental Health Framework**).
- Host on-site trainings focused on the mental health and wellness needs of priority populations, such as **SafeZone** (LGBTQ students) and **Welcome Home (student veterans)**.
 - Establish a one-stop-shop to connect foster youth and homeless students to mental health, basic needs, and financial aid services (more information: **Meeting Basic Needs to Support Students' Mental Health and Success**).
4. Reduce racial disparities in access to mental health services, and to prevention, early intervention, and suicide prevention training.
 - Enact ongoing data collection from students and providers (e.g., focus groups) about organizational cultural competence, and use learnings to inform service planning and delivery (more information: **Supporting Students from Diverse Racial and Ethnic Backgrounds**).
 - Partner with campus programs and clubs serving diverse students (e.g., **Puente, Umoja**) to integrate culturally appropriate mental health outreach.
 - Integrate training about diverse students' mental health needs, access, and services into professional development days.
 5. Develop and implement campus-based stigma reduction activities.
 - Establish a **NAMI on Campus** or **Active Minds** chapter.
 - Implement a peer program to run mental health and wellness activities (e.g., workshops).
 - Participate in mental health awareness and promotion events (e.g., **Mental Health Matters Month, Directing Change** film contest).
 6. Implement education and training to faculty, staff, and students on early identification, intervention, and referral of students with mental health needs. Applicants should focus on maximizing utilization of existing resources, including Kognito online suicide prevention gatekeeper training.
 - Enhance campus participation in available suicide prevention trainings (e.g., **Kognito**) through awareness-building and incentives (more information: **Suicide Prevention Gatekeeper Training Programs**).
 - Promote uptake of referral resources (e.g., **CCCCO Crisis Text Line toolkit**, campus **Red Folder**) to encourage students to seek help.
 - Hold mental health outreach and education trainings during student orientation (more information: **Campus Mental Health Basics**).
 - Utilize and promote existing college oriented mental health resources including those available through the **JED Foundation** and the **JED Campus** program.
 - Centralize accessible information about campus and community resources on college website.

29) On Page 5, distribution, bullet 2 regarding “multi-college districts submitting an application on behalf of a single college...” Can the single college directly submit if there is a district process of notification and oversight to act on behalf of the college?

Response: Yes, a single college within a multi-college district can apply directly, as long as the district is notified of the application, and provides oversight to act on behalf of the applying college.

30) On page 5 of the RFA it states that 7 awards will be given to multi-college districts applying on behalf of their district; 7 awards for multi-college districts applying on behalf of an individual college, and up to 4 awards to colleges/districts that have no current mental health programs. So that means individual colleges and districts with existing or fledgling Mental Health programs can apply as part of the 7 and 7, but the 4 are solely designated for colleges that certify they do not have a mental health program. Am I interpreting this correctly?

Response: Yes, your interpretation of the eligibility for each of the funding pools is correct. Up to seven (7) awards in amounts not to exceed \$500,000 will be awarded to districts applying on behalf of multiple colleges within their district. Up to seven (7) awards in amounts not to exceed \$400,000 will be awarded to either individual colleges or to a district applying on behalf of one college within their district. Of the total available funds, \$1,800,000 are designated for applicants that certify that they do not currently offer health/mental health services to their students AND that are not currently charging a health services fee. Only colleges who meet both of the criteria above will be eligible to apply for the third funding pool. Up to four (4) awards in amounts up to \$450,000 will be designated for applicants that meet these criteria.

31) If we cannot apply this time, are there intentional strategies for future funding for RFAs for CCC SMHSGP? If we cannot apply this time, are we at risk for not being considered for subsequent funding?

Response: The Chancellor’s Office will continue to advocate for future funds to support these types of services beyond this opportunity. Colleges unable to apply for this opportunity are not compromising their consideration for future funding opportunities.

32) Excluding the Cover Page, Budget Detail, Budget Summary, Contact Page and Workplan for grant application package, what is the overall total page limit for grant application? I ask, as I would like to include a Cover Letter and Grant Program Proposal Summary Page. Please confirm the total page limit and if able to include these additional pages.

Response: Specifications outlined in the RFA include:

One-page Application Cover (optional)

Table of Contents (1 page)

Contact Page with appropriate signatures (use form in Appendix A)

Need Statement: limit to four pages

Response to Need: limit to six pages

Workplan: Form is provided in Appendix A (no page limit)

Program Management: limit to two pages (include staffing chart which does not count against page limit)

Application Budget Summary and Detail: Forms are provided in Appendix A

Sustainability of program: limit to two pages

Additional material should not be included in the application and inclusion of additional materials may cause an application to be disqualified.

- 33) Under the Eligibility Section B: Applicants must agree to the following standards and conditions to be eligible for the receipt of grant funds: Creating and providing to the Chancellor's Office, a CCC Mental Health services plan developed using locally established participatory governance processes. Can you please clarify what exactly is needed for this requirement? I am not sure what is required for the CCC Mental Health Plan.

Response: The Workplan document included in the application (see Appendix A) will serve as the CCC Mental Health Plan. In developing the CCC Mental Health Plan, districts/colleges are required to utilize locally established participatory governance processes.

- 34) Under Objectives Section D Number 1: Illustrate the existence or planned partnerships between the college district/college and the county behavioral health department to address complex mental health needs of students. Can you please clarify what is needed for this requirement for community partnerships? Are MOU's necessary with the various county organizations or can we discuss partnerships in a narrative format?

Response: Districts/colleges do not need formal MOU's in place with their county behavioral health departments or with their local community-based mental health service providers, in order to submit an application. The partnerships, including goals for establishing formal MOUs, should be articulated in the application. The overarching goal of the project is to establish strong working relationships with local entities that can support students in need of mental health services. The narrative should address how the established partnerships and referral processes will enable students to access services beyond the term of the grant.

- 35) Can we use funds from the grant to augment or pay student health fees for our vulnerable or underserved populations that do not currently pay a student health fee (SHF) such as adult education, online, distance education programs?

Response: No, the CCC MHS grant program funds cannot be used to augment or pay the student health fee. While expanding student access to college health services is an important goal, using the CCC MHS grant funds to pay the student health fee does not support the activities/objectives outlined in the RFA in a direct enough capacity.

- 36) Will the RFA Technical Assistance webinar be recorded for later viewing?

Response: Yes, a link to the recorded RFA technical assistance webinar will be posted on the Chancellor's Office website located on the [Mental Health Services](#) webpage.

- 37) Our college is a small, single college district, we charge a very low student health services fee, have no health center and offer no health or mental health services. Are we eligible to apply for the funds designated for colleges who certify that they do not currently offer health/mental health services to their students AND that are not currently charging a health services fee?

Response: Because the college does charge a student health fee, your college is eligible to apply for the following pool of awards: Multi-college districts submitting an application on behalf of a single college and **single-college district applicants are eligible to apply for up to \$400,000**. Up to seven (7) awards will be made at this level. Multi-college districts are allowed to submit one application at this funding level.

- 38) On page six (6) of the RFA it mentions developing a mental health services plan using locally established participatory governance processes. The participatory governance process within our district takes many months in order for final approval. Should our District apply for this grant process even if we are not able to fully utilize our formal participatory governance process?

Response: Yes, districts/colleges should apply regardless of whether or not they are able to fully and formally utilize their participatory governance process. The intention of directing applicants to utilize participatory governance process is to ensure that all stakeholders are involved in and are contributing to the development of the application.

- 39) Is funding eligible beyond 20-month grant period? Is clerical support an eligible cost?

Response: The funding is not eligible beyond the 20-month grant period. Clerical support is an eligible cost.

- 40) If a multi-college applicant has one college that has existing services and the other college, does not, how would this proposal be considered in terms of the funding pots?

Response: In this scenario, if the district is applying on behalf of more than one college, the applicant should apply for the grant award of \$500,000.

- 41) Is there a page limit for the workplan?

Response: There is not a page limit for the workplan.

- 42) Is there a file size limit for the PDF application?

Response: In terms of sending electronic files into the Chancellor's Office Outlook system, the file size limit is 35mb. If the file size exceeds this limit, the application can be sent in two separate messages.

- 43) 3rd party evaluation is not required, but is having a designated evaluator at the college acceptable?

Response: Yes, having an evaluator at the college is acceptable.

- 44) Please confirm that applications need to address all six (6) objectives identified in the RFA even if the college is already doing some of the activities identified in the RFA.

Response: Yes, the application needs to address all six objectives identified in the RFA and should include information about activities and services already occurring on campus.

45) If our campus has been awarded a grant in the past, can they apply for the same grant again (this grant)?

Response: All districts/colleges are eligible to apply for the CCC SMH program grant regardless of any grant they may have previously received.

46) If we are from a multi college district with only one college applying AND we do not have a health fee would we fall under the \$400k grant or \$450k grant?

Response: If the college does not charge a health fee **and** can verify that they do not currently offer health/mental health services, they are eligible to apply for the \$450,000 award.

47) Where can we find the answers to the questions posted?

Response: The Frequently Asked Questions document is located on the Chancellor's Office website on the [Health and Mental Health Services webpage](#).

48) The RFA it says that if Federal funds are used we cannot travel out of state for training. Is this grant completely State funded?

Response: Yes, these are State funds. Colleges selected to participate in the CCC SMH grant program will be required to confer with the Chancellor's Office regarding any proposed out of state travel.

49) One of the goals of the Grant is to increase the partnerships between community colleges and community mental health partners. At our college, we provide short-term services, but could really use case management. We have been in talks with our local university about having some of their students do their practicum training here at our college. We would need to hire an MSW to provide supervision, as we do not have an MSW on staff. Could the grant **fund the supervision and provide stipends for the MSW students** doing case management?

Response: Yes, the grant can fund MSW positions and provide stipends to MSW students.

50) We are concerned about our students who have experienced trauma, particularly due to sexual/physical violence. One idea was to have community members (e.g., Long Beach Trauma & Recovery Center, East LA Women's Center) facilitate a Survivor's Group. Could the grant fund this project?

Response: If facilitating a Survivor's Group is a component of a larger plan to meet the objectives outlined in the RFA, it would be considered an allowed activity. Please review the objectives in the RFA and align activities that directly support the accomplishments of those objectives.

51) Is a Center or Continuing Education Program eligible to apply as a separate institution? Is there a limit on the number of colleges within a district that apply? If there is a district application, can the colleges within a district also each apply?

Response: A Center or Continuing Education Program should work with a college within their district to submit an application. Districts can apply on behalf of one college or multiple colleges within the district or individual colleges can apply, **HOWEVER, only one application per district is allowed.** This will require that colleges and districts coordinate on efforts regarding their application.

- 52) On page 12 of the RFA it asks to indicate specific rates and amounts attributed to requested grant funds. Does this mean that we have to include salary rates for the staff under this grant?

Response: Yes, please include salary rates for staff under this grant.

- 53) I noted on the application that “all narrative portions of the application should be in 12 point, Arial, single space and with minimum 1” margins. Is it okay to double space within major headings?

Response: Yes, it is okay to double space within major headings.

- 54) Our college is applying for the Mental Health Services Grant as a **single college in a two-college district.** When we reviewed the signature page of the application, we noticed that there were **4 signature lines**, and we wanted to inquire if the Chancellor’s signature (district authority) was needed if we are applying as a single college, rather than a district.

Response: Yes, please have the District Superintendent/President (or authorized Designee) sign the contact page. The Chancellors Office will be contracting with the Districts on behalf of the applicant college.

- 55) We are planning on submitting a District grant application for the Mental Health Services funds for all 3 of our colleges. Do I need to have 3 contact pages?

Response: No, applicants are only required to submit one contact page. If it is the policy of your District that each college president within the district sign off on a grant application, then submitting additional contact sheets or expanding the single contact sheet to include additional contacts is acceptable.

- 56) Are we able to submit the Contact Sheet with signatures AFTER the October 18 deadline?

Response: A complete application packet including the contact sheet with signatures must be submitted by October 18, 2019. Incomplete applications, including those with an unsigned contact sheet, will be disqualified.

- 57) We are a multi-college district and only some of the campuses will be collaborating on this RFA. How do I we indicate this on the application? One college is acting as the lead, so I assume that I would put my college’s President on the Contact Page. Would my VP or would I be the Responsible Administrator?

Response: It is acceptable if only some of the colleges within a multi-college district opt to participate in the CCC Mental Health Service grant program application. If one of the colleges is serving in a lead capacity, then the President of that college can be listed on the contact page.

Regarding the Responsible Administrator, please list contact information for the Administrator who will be responsible for the project. If that person is the VP at your college then provide their contact information.