



2015 Mental Health Prevention & Early Intervention (PEI) Grant Cycle Grant Guidelines and Application Procedures

Proposals due February 27, 2015 by 5:00 p.m.

**All applicants must attend a mandatory technical assistance workshop-
see page 5 for details**

Announcement

With this Request for Proposals (RFP), Tahoe Truckee Community Foundation (TTCF) announces its Mental Health Prevention and Early Intervention (PEI) Grant Program. Applications will be accepted until 5:00 p.m. on February 27, 2015, consistent with the guidelines provided in this RFP. The purpose of TTCF's PEI program is to fund mental health prevention and early intervention services for children, youth, adults, and families in eastern Placer County who suffer or are at risk of suffering from mental illness.

Tahoe Truckee Community Foundation (TTCF) has been contracted by Placer County Department of Health and Human Services, as part of the county's allocation of PEI Mental Health Services Act (MHSA) funds, to administer a competitive grant program for a portion of the county's Prevention and Early Intervention (PEI) funds. Since TTCF's PEI funding flows through the county's state MHSA allocation, it is subject to all related restrictions, limitations and conditions, including any modifications to funding amounts.

Applicants are reminded that TTCF's PEI grant project is separate and apart from the county's own, recently implemented PEI Request for Proposals (RFP) and granting process.

Grants may be awarded over two terms. The first term will run from approximately June 1, 2015 through August 31, 2016 with a maximum award of approximately \$20,000 plus startup or other one time costs. For grantees that have demonstrated satisfactory performance and depending on availability of MSHA funding, selected grantees may be eligible for a subsequent grant extension for September 1, 2016 – June 30, 2017.

Applications must be submitted online by 5:00 p.m. on February 27, 2015. Late applications will not be accepted. Click [here](#) to apply.

Calendar of Important Dates

January 5, 2015	RFP, Guidelines and Workshop information released
January 5 – 16, 2015	Registration period for technical assistance workshop
	<u>Technical Assistance Workshop:</u>
January 21 8:00 – 9:30 am	TTCF Boardroom <i>Applicants are required to attend (if this date cannot work for you, please call Phyllis at 530.587.1776 to arrange a make-up date)</i>
January 21, 2015	Application process opens
February 27, 2015	Applications Due
March 13, 2015	County, Staff and Committee Review Completed
Week of Mar 16 – 20, 2015	Interview eligible applicants
April 1, 2015	Announce awards/Contingency letters/Invoice County
April 1 – May 1, 2015	Finalize evaluation plans with consultant, grant contracts negotiated
May 4, 2015	Final Evaluation Plans Due
May 29, 2015	Contracts executed/checks distributed for Term 1 - Installment 1
August 1, 2015	Invoice county for Term 1-Installment 2
September 15, 2015	Distribute checks for Term 1-Installment 2
July 2016	Determination of Grantees for Term 2
August 1, 2016	Invoice County for Term 2
September 15, 2016	Checks distributed for Term 2
June 30, 2017	PEI Grant Cycle ends

Grant Guidelines and Application Procedures

A "Glossary of Terms" (*Resource D*), which includes all italicized terms in this RFP, is attached for your reference.

I. Grant Guidelines

A. Goal and Funding Criteria

TTCF's Mental Health PEI Grant Program, consistent with state MHSa guidelines, is designed to provide support for *prevention*, *early intervention* and supportive services that:

- Consist of programming for the general, at-risk or professional population comprised of program elements that can include outreach and public awareness campaign(s), gatekeeper education and training, screening and referral, counseling and support, or another evidence-based practice.
- Support mental health programming that promotes *recovery*, *resiliency* and well-being particularly serving persons dealing with mental illness *early in its emergence* or those at risk of mental illness and their families.
- Provide *prevention*, *intervention* and supportive services that increase access to mental health services, reduce *stigma* and *discrimination* and improve service effectiveness.
- Provide services that are *client-and family-driven*; offer *peer support*; are culturally, age and linguistically responsive; and/or *community* based.
- Address the mental health needs of any or all of the following: *children*, *transition age youth*, *adults*, *older adults* and families residing in eastern Placer County. This would include commonly *unserved* and *underserved* populations such as Latino, Native American, Asian American, Russian, Ukrainian, homeless, LGBTQ, and others with recurring issues.
- Provide services modeled on existing practices supported by verified evidence of success and which measure customer satisfaction and program outcomes.
- Address the unique needs of Placer County's population with regard to geographic distribution and ethnic and language diversity.
- Can be measured and evaluated for customer satisfaction and service/client outcome.

B. Grant Amounts & Project Time Frames

Funding for this grant program is contingent on the state's fiscal distribution of MHSa funding to Placer County. Tahoe Truckee Community Foundation has been allocated up to \$100,000 annually to make awards. The first grant term and reporting period will run from June 1, 2015 through August 31, 2016. Potential additional funding of \$30,000 - \$50,000 may be available for this first term which could be used to fund startup or other costs. A second installment of up to \$100,000 based on satisfactory grant performance as evidenced by timely and complete evaluation reporting is anticipated for the second term of September 1, 2016 – June 30, 2017 with all evaluation reporting completed and submitted by June 30, 2017.

C. Eligible Organizations

- Nonprofit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code who can demonstrate that they operate a social service program or activity that is open to the public.
- Government and education entities.

D. Eligible Expenses

TTCF will award grants for one-time projects, new programs, continuing or expanded projects that align with the goals and funding criteria for its PEI grant program.

TTCF will *not* award grants to and/or for:

- Projects that have received Placer County MHSAs funds for the same project activity.
- County of Placer departments or subdivisions.
- Organizations that are not in good standing with TTCF.
- Organizations and programs designed for lobbying activities and/or to elect candidates to public office.
- Fund-raising activities.
- Endowment funds.
- Retirement of past debts or existing obligations.
- Scholarships, fellowships, travel grants and technical or specialized research.
- Organizations that discriminate on the basis of age, disability, ethnic origin, gender, sexual orientation, gender identity, race or religion.

E. Evaluation and Reporting Requirements

TTCF's grant guidelines have been developed to align with MHSAs regulations, in both scope and emphasis on effective practice, particularly regarding clear measurement and demonstration of positive outcomes. Accordingly, TTCF's PEI grant program comprises an enhanced evaluation requirement for grantees, to help ensure MHSAs funds are used effectively. Successful applicants will be required to work closely with a county-contracted, independent evaluator to collect services' data and measure proposed outcomes. In preparation for the evaluation requirement, the Proposal Narrative section of each applicant's proposal must include a Preliminary Evaluation Plan. The Final Evaluation Plan will be developed by successful applicants in concert with the county's evaluation consultant.

TTCF's grant guidelines are structured to help the applicant identify the key strategy and outcomes its proposed project aims to achieve and to identify validated, widely-recognized evaluation tools/measures with which to measure it. Applicants are advised to use the prevention strategies, program samples, strategies and outcome measures outlined in **Resource C** of this RFP, and the list of potential measurement tools that can be downloaded [here](#) to guide their proposal narrative, including their Preliminary Evaluation Plan.

In short, the components of the applicant's PEI proposal will comprise many of the necessary pieces for the grantee's Final Evaluation Plan, which will in turn help measure successful applicants' project results.

If awarded a grant, each grantee will work with the county's evaluation consultant to develop a Final Evaluation Plan which will refine the measures and methods grantees will use to understand and report project progress and outcomes over the grant period. The Final Evaluation Plan will refine the Preliminary Evaluation Plan presented in the grantee's proposal narrative. The evaluation will collect the unduplicated number of individuals served and their demographics; it will also measure service delivery satisfaction and project outcomes.

The Final Evaluation Plan, when developed with the independent evaluation consultant, will become part of the grantee's formal contract agreement with TTCF prior to release of any grant funds.

Grantees will be required to submit interim and final project reports throughout the granting time frame according to the Final Evaluation Plan. The reports will include:

- o A description of project activities completed to date.
- o Unduplicated demographic information about the people served in the program or project including ethnicity, age, gender, primary language spoken, number of veterans served, and timeliness of service, if applicable.
- o If appropriate to the applicant's proposed program, service delivery satisfaction data using the Client Satisfaction Questionnaire Survey (CSQ-8©) to assess program satisfaction, collected quarterly and/or at termination of services.
- o Outcome measures using a validated or widely recognized outcome measurement tool, as detailed in your Final Evaluation Plan.
- o A brief narrative summary of the project and its progress over time.
- o A financial report detailing how funds were spent and a discussion of any discrepancies from the originally proposed budget.

Failure to submit interim or final reports on time will disqualify the grantee for future funding from Tahoe Truckee Community Foundation.

II. Application Procedures

A. Mandatory Grant Technical Assistance Workshops

Applicants are required to attend a Mental Health PEI technical assistance workshop. This will be held to review the grant guidelines and application procedures with potential applicants.

Participation in the workshop is mandatory.

To attend, register by phone at 530.587.1776 by Friday, January 16, 2015.

Wednesday, January 21st, 2015 8:00 – 9:30 am

Tahoe Truckee Community Foundation Boardroom

11071 Donner Pass Road, Truckee, CA

For assistance, contact Phyllis McConn at 530.587.1776 or phyllis@ttcf.net

B. Application Narrative

Proposal Resources

Several resources, two of which are attached to this RFP, will be especially useful for developing your project, including its strategies, outcomes, and measures, and your PEI proposal.

- 1) Mental Health Strategies, Programs, Outcomes and Measures Chart, **Resource C**. (click [here](#))
- 2) Glossary of Terms (**Resource D**) provides a list of important RFP, MHSA, and Mental Health PEI terms that will be useful for planning your project strategies and for describing them well in your proposal. (click [here](#))
- 3) Evaluation Tools (click [here](#))

Use the chart (**Resource C**) as your guide to select: *one* primary strategy, and associated outcome(s). Limiting your selection to one primary strategy will help keep your project and its evaluation manageable and doable.

All of the following information is required to be completed and submitted in applicant's online proposal. Proposals missing any sections will be automatically disqualified for consideration.

1. Proposal Narrative:

a. History

- A brief history of your organization, including your mission, goals, and standing in and value to the Placer community.

b. Target Population

- Define the target population your PEI project intends to serve. What type of mental health, emotional or behavioral challenge does this population characteristically experience?
 - How will you identify people, individuals or families participating in this project? How will you reach and engage people needing mental health services?
 - How many individuals (or families if appropriate) do you expect to participate? What geographic area will you serve? Are you planning to serve *unserved* and/or *underserved* populations? Please explain. (e.g., consider geography/community, age, gender, ethnicity, language spoken, financial need, and/or others with recurring issues at risk for mental illness.)

c. Prevention and Early Intervention Outcome Strategies

i. Prevention and Early Intervention Outcome Strategy - brief

- Considering your target population's emotional or behavioral challenges, what actions will you take to address or alleviate that suffering and/or enhance their *recovery*? Please refer to **Resource C**, and select one of the following four overarching **STRATEGIES** which best describes the primary purpose of your project's approach:
 - Outreach and Public Awareness
 - Gatekeeper Education and Training
 - Screening and Referral
 - Counseling and Support
- Considering the types of programs listed under each strategy on **Resource C**, which **PROGRAM EXAMPLE(S)** best describes your project? If your project is not reflected in the examples listed, provide a 4-10 word statement summarizing your overall program approach.
- How will your target population be different as a result of your program? Consider the types of **OUTCOME(S)** listed on **Resource C** under your program example and strategy. What key outcomes do you expect from your project? If your projected outcome is not listed, provide a 4-5 word statement summarizing this outcome(s).

ii. Prevention and Early Intervention Outcome Strategy – detailed

- Provide a detailed description of your program/project. What **one** key strategy will you use to accomplish your outcome(s)? If your approach has a distinctive method approach, please explain its uniqueness.
- All proposed projects must be based on effective practices that have demonstrated success in achieving intended outcomes and be based on one or more of the following practice standards: evidence based practice; promising practice and/or community-based practice. Briefly describe the research or existing knowledge that demonstrates the merits and/or effectiveness of your approach.
- What key outcomes do you expect from this project? How will your target population be different as a result?
- All proposed projects must be engaging and welcoming. They must demonstrate how they will aim to reduce mental illness *stigma* and *discrimination*, create links to necessary care and/or treatment, and promote timely access to mental health care. How will this project address the above elements? If appropriate, how will this project address the specific needs of residents of a native heritage, Spanish speaking populations, and/or other ethnic groups, making it culturally and linguistically relevant?

d. Preliminary Evaluation Plan

Once awarded, grantees are required to work with an evaluator designated by Placer County to develop a Final Evaluation Plan before they receive funding. You do not have to have an in-house evaluator or evaluation expert employed by your agency. You do need to understand the value of evaluating your program's outcomes and think through, on paper in this proposal, what that evaluation and your staff's role in it might be.

Your Final Evaluation Plan will be developed in concert with the county's independent evaluation consultant. Its design will be completed in advance of funding of your proposal, but after your proposal has been reviewed.

The purpose of this section is for you:

- 1) To develop a Preliminary Evaluation Plan as it relates to the strategy and outcomes you propose; and
- 2) To provide an overview of your agency and staff's capacity and willingness to fully participate in an evaluation of your proposed project.

Both the Preliminary (the one you develop in your proposal) and Final Evaluation Plans (the one you develop with the evaluation consultant) will include four key components:

- Services delivered
- Participants served
- Client satisfaction, if your project involves individual clients
- Strategies, short-term outcomes, and outcome measures

In this section of the application, provide a Preliminary Evaluation Plan describing how you will approach, implement, and report on each of the key components using as your guide **Resource C** – "Mental Health Strategies, Programs, Outcome Measures Chart".

Services Delivered

What services or project do you plan on delivering? Who will deliver them? How will you collect information on service or project delivery? What staff will collect the data? At what point(s) in the service delivery process will it be collected? How will it be summarized and analyzed? What purpose will these data serve besides satisfying the grant requirement? Please include any other preliminary ideas related to evaluation service or project delivery.

Participants Served

[Note: It is possible some applicants will propose a project that does not provide services to clients, per se. Rather, it might focus on changing the attitudes, opinions, and/or awareness of a group of people or segment of the population through outreach, training, or an awareness or educational campaign. Adjust your answers to the following questions accordingly.]

To whom will your services or be delivered, or to whom will your project be directed? Describe the demographics of your target population. (e.g., ethnicity, age, gender, primary language spoken, number of veterans served, and timeliness to service). Describe the ways your target population is consistent with the emphasis of the PEI

guidelines in this application. Why did you select this target population? Why did you select the target population selected as the focus of your project? How and to what degree is the target representative or not representative of the general population of eastern Placer County? What number of clients or segment of the population do you anticipate serving/reaching?

Client Satisfaction

This component will only apply to projects that focus on services to clients. In which case, applicants are required to assess client satisfaction with services they received using the Client Satisfaction Questionnaire (CSQ-8©) applied quarterly and/or at the end of service. The specifically required questionnaire is available at <http://www.csq scales.com/>. It is required for use with all projects, *except* education and outreach projects that focus on the "general public," "population at large," or specific segment of the population.

Strategies, Short-Term Outcomes, and Outcome Measures

Using *Resource C* as a guide for both content and format, develop the following information. Describe it in a chart format similar to that used in **Resource C**:

- Select ONE key strategy on which you will focus your project. (i.e., outreach and public awareness campaign, gatekeeper education and training, screening and referral, or counseling and support.)
- Describe your project, including its key elements and/or activities.
- Describe your short term outcomes –How will your target population be different as a result of your project? What key outcomes do you expect from your project?
- Describe your preliminary outcome measure(s) –How will you know what difference you've made? Identify a validated or widely recognized tool(s) that best fit(s) your intended mental health outcome from those provided [here](#). How will you utilize the tool? Who will utilize it? With whom? How will your outcome measures be analyzed, and by whom? With whom and how will the results of the measures be shared? How are they intended to be utilized? PLEASE ATTACH A COPY OF THE TOOL(S) THAT MAY BE RELEVANT TO YOUR PROPOSAL.

e. Timeline

- In a chart or simple list, please describe your main project and evaluation activities, including a timeline and key staff assigned to each task.

f. Organization and Staff Qualifications

- Describe your organization's qualifications to perform the services described in this proposal. Provide concrete examples of relevant and successful programs and services. Describe the services, the target population, date and time frame of programs cited, and their program/service outcomes.
- If applicable, identify your organization's qualifications with a *peer-, client- and/or family-driven* program including experience employing and working with *young people, or adults* who have lived with mental illness, either their own and/or that of family members.
- Considering both program services and evaluation activities, describe each key staff member or contractor who will be engaged in your project. Highlight their relevant skills, training or qualifications. *Upload resumes for each position to this proposal.* If some of the staff has yet to be identified, what key criteria and qualifications will be considered in making this selection?
- If applicable, tell us about staff or staff positions who are/will be qualified to serve persons who are non-English speaking.

2. Budget and Budget Narrative

Using the Project Budget Form to be downloaded from the application, complete a projected project budget which includes:

Term 1: Project costs plus any startup costs for June 1, 2015 – August 31, 2016

Term 2: Project costs for September 1, 2016 - June 30, 2017

- Sources of financial, in-kind or volunteer support.
- A detailed line item budget with narrative that explains briefly each line item. Using line items that make sense for your project, describe how project costs were determined. Please include the amount of time and cost for each person devoted to this project.
- Specific costs for program evaluation including staffing, software and required measurement tools.
- Up to 15% of requested funds may be used for indirect costs.

III. Submission Instructions

All proposals must be submitted [online](#) by:

5:00 p.m. on Friday, February 27, 2015

In order for your application to be accepted, a representative from your organization must have attended a mandatory technical assistance workshop (see page 5 for details). Late proposals, incomplete proposals, emailed or faxed submissions will not be accepted.

Proposal Checklist

Use this checklist to ensure submission of a complete application. If any item shown below is not included in your application, your application will be found incomplete and will be denied. The following required documents must be included in your submission (check that all are submitted):

- All required sections of online application
- Upload of completed Project Budget Form
- Copy of IRS 501(c)(3) tax-exemption designation letter
- List of Board of Directors (names, titles, affiliation)
- One of the following: Copy of most recent audit, financial review, IRS Form 990 or year-end income and expense statement signed by your Treasurer
- An organization-wide operating budget for the current fiscal year
- Resumes of key staff
- A copy of your selected tool(s) to measure project outcomes found [here](#)