

COVID-19 MITIGATION PROJECT FOR BEHAVIORAL HEALTH SYSTEMS

REQUEST FOR APPLICATIONS
JANUARY 2022



THE CENTER
at Sierra Health Foundation

This funding opportunity is provided by The Center at Sierra Health Foundation with funding from the State of California's Department of Health Care Services.

The Center at Sierra Health Foundation is an independent 501(c)(3) nonprofit organization bringing people, ideas and infrastructure together to create a collective impact that reduces health disparities and improves community health for the underserved living in California.

For information about The Center, visit www.shfcenter.org.

READ ALL INSTRUCTIONS AND CRITERIA CAREFULLY

ORGANIZATION AND GRANT BACKGROUND

Sierra Health Foundation: Center for Health Program Management (The Center) was founded by Sierra Health Foundation in 2012 as an independent 501(c)(3) nonprofit organization. With offices in Sacramento and Fresno, The Center pursues the promise of health and racial equity in communities across California. Leveraging leadership, operational and funding support from Sierra Health Foundation and its partners, The Center establishes investment partnerships with public and private funders; community members; community organizations; national, state, and local government agencies; nonprofits; and businesses to advance health equity.

The COVID-19 Mitigation Project will prevent, prepare for and respond to the COVID-19 public health emergency and ensure the continuity of services to support individuals connected to the behavioral health system, particularly those engaged in mental health disorders or substance use and co-occurring disorder prevention, early intervention, treatment and recovery service activities.

Under this funding opportunity, mental health and/or substance abuse disorder providers will expand services to provide education on COVID-19 testing, implement on-site COVID-19 testing, collaborate with community partners to prevent infectious disease transmission, expand COVID-19 response services to those connected to the behavioral health system, and support the maintenance of healthy environments.

This funding opportunity is available to California licensed, certified or otherwise qualified substance use and/or mental health disorder providers, county and Tribal-based providers, crisis care mobile unit programs, community health centers, Federally Qualified Health Centers, recovery residences, transitional housing facilities, homeless shelters, youth-focused organizations, community-based organizations, opioid treatment programs and office-based opioid treatment providers.

The COVID-19 Mitigation Project is a component of the California Department of Health Care Services. This project is funded through block grants from Substance Abuse Prevention & Treatment (SA) and Community Mental Health Services (MHBG). Accordingly, contract agreements will include standard federal rules and regulations and applicable rules and regulations from the State of California.

The Center will incorporate the applicable federal and state rules and regulations into the terms and conditions of the contract agreements. Please see additional compliance components further in the RFA.

GLOSSARY

Community Mitigation Strategies: For the purposes of this RFA, community mitigation measures are actions taken to prevent further spread of COVID-19 and protect all people, especially groups of people at increased risk for severe illness, disproportionately affected groups and essential workers. <https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/community-mitigation-measures.html>

Co-occurring disorders: The coexistence of both a mental illness and a substance use disorder.

Rapid COVID-19 testing: A viral test that uses samples that come from the nose or mouth and can be performed in minutes.

Mental Health Disorder: Disorders that involve changes in thinking, mood and/or behavior that can reduce a person's ability to function.

Substance Use Disorder (SUD): Problematic use of alcohol and/or substances causing significant problems, including health problems, disability, and failure to meet major responsibilities at work, school or home.

FUNDING OPPORTUNITY AND BACKGROUND

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency in response to the COVID-19 threat in the State of California. This executive order provided, among other things, that the State must prepare for, respond to and implement measures to mitigate the spread of coronavirus. During this unprecedented and historic time, the State has partnered with philanthropy and private companies to meet the urgent needs in the community by rapidly deploying resources to keep Californians safe and prevent the spread of the virus.

Community mitigation measures are actions taken to prevent further spread of infectious diseases and protect all people, especially groups of people at increased risk for severe illness, disproportionately affected groups and essential workers.¹ Having a mental health or substance use disorder can make one more likely to get severely ill from COVID-19. In addition, those who use drugs may also have underlying medical conditions, such as substance use disorder, chronic liver disease or serious heart conditions, which put them at increased risk for severe illness from COVID-19²

The majority of adults who meet the criteria for having a substance use disorder started using substances during their teen and young adult years.³ Youth with substance use disorders also experience higher rates of physical and mental illnesses, diminished overall health and well-being, and potential progression to addiction.⁴

The goal of this funding opportunity is to support COVID-19 mitigation services in behavioral health settings by funding COVID-19 testing education and access, the expansion of COVID-19 response services, and supporting the maintenance of healthy environments, particularly for those engaged in mental illness or substance use and co-occurring disorder prevention, early intervention, treatment and recovery service activities.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/community-mitigation-measures.html>

² <https://www.cdc.gov/drugoverdose/resources/covid-drugs-QA.html>

³ <https://www.cdc.gov/healthyyouth/substance-use/index.htm>

SCOPE OF WORK

Activities implemented through this funding opportunity must be related to COVID-19 testing education, on-site COVID-19 testing, and maintaining healthy environments at behavioral health sites with a primary focus supporting individuals connected to the behavioral health system, particularly those engaged in mental illness or substance use and co-occurring disorder prevention, early intervention, treatment and recovery service activities.

Behavioral health providers should recognize the multitude of barriers that prevent successful access to mental illness and substance abuse prevention, intervention, and recovery services and treatment. Barriers include, but are not limited to, language access, lack of culturally responsive services, long treatment wait lists, cost, lack of transportation, societal stigma and individual cultural barriers, among others. We request that applicants have deep involvement with and knowledge of the community and culture, the skill set to provide culturally responsive mental illness and substance use co-occurring services, an awareness of their own biases, a trauma-informed care approach and utilization of a whole-person lens.

Successful grantees will be required to participate in training and/or technical assistance opportunities provided by The Center. Opportunities may include, but may not be limited to, COVID-19 Mitigation Project Learning Collaborative meetings, one-on-one technical assistance coaching or other technical assistance opportunities.

The contracts will be deliverable-based, meaning contractors need to demonstrate progress on process measures (e.g., number of outreach activities, number of referrals).

FUNDING INFORMATION

Awarded funds will support COVID-19 mitigation services in behavioral health settings throughout the state of California.

Applicants are required to adhere to the budget guidelines included in the budget template. Applicants must submit their proposed budgets in the template format. Applications that do not conform to this template will not be considered. All items budgeted must be inclusive of all costs, including taxes and fees, in U.S. dollars.

Applicants are required to submit a detailed cost budget to assist The Center in establishing cost reasonableness of the final fixed price amount awarded to the site, and the appropriate amounts for each deliverable payment made to the site. Consistent with a fixed price, deliverable-based agreement, applicants will receive fixed price amounts established for the successful completion of each negotiated deliverable, rather than payment for actual time and material costs incurred during the agreement period.

Applicants must abide by standard funding restrictions as determined by SAMHSA and as described in Appendix A.

Payment schedule: Payments will be issued based on the completion of a set of agreed-upon deliverables as defined in the contract. Each contract will be divided into three payments:

- (1) 50% upon execution of contract,
- (2) 40% based on achievement of initial progress report deliverables, and
- (3) 10% based on receipt and approval of final cumulative report, demonstrating completion of all deliverables.

If a contractor achieves all required deliverables by the end of the contract, the entire contract amount will be paid (i.e., “make up” payments are allowed).

FUNDING DESCRIPTION

COVID-19 Mitigation Project for Behavioral Health Settings	
Description	These grants are for behavioral health services to implement COVID-19 testing education and access, expand COVID-19 response services, and support the maintenance of healthy environments for individuals connected to the behavioral health system, particularly those engaged in mental illness or substance use and co-occurring disorders throughout California.
Amount Can Apply For	Up to \$100,000 for activities from March 1, 2022 – March 31, 2025.
Examples of Types of Activities	<ul style="list-style-type: none"> • Rapid onsite COVID-19 testing and facilitating access to testing services • Establishment of alternate testing sites, test result processing, arranging for the processing of test results • Testing education • Engaging in other activities within the CDC Community Mitigation Framework to address COVID-19 in rural communities • Hiring workers to coordinate resources, developing strategies and supporting existing community partners to prevent infectious disease transmission in these settings • Other activities to support COVID-19 testing including planning for implementation of a COVID-19 testing program, procuring supplies to provide testing, training providers and staff on COVID-19 testing procedures • Expanding local or Tribal programs workforce to implement COVID-19 response services for those connected to the behavioral health system. • Developing guidance for partnering with state/local health departments, disseminating sample training curriculums • Funds to relieve the burden of financial costs for the administration of tests and the purchasing of supplies necessary for administration, such as personal protective equipment (PPE) • Supporting maintenance of healthy environments (clean and disinfect, ensuring ventilation systems operate properly, installing physical barriers and guides to support social distancing, if appropriate • Installing temporary structures, leasing of properties, and retrofitting facilities as necessary to support COVID-19 testing and COVID-19 mitigation

	<ul style="list-style-type: none"> • Developing and implementing strategies to address consumer hesitancy around testing, ensuring access for specific community populations to address long-standing systemic health and social inequities that have put some consumers at increased risk of getting COVID-19 or having severe illness
Eligibility	<ul style="list-style-type: none"> • Organizations must be licensed/registered to do business in the state of California. • Organizations must be in the state of California. • Organizations must provide services in the state of California. • Organizations must be public or private nonprofit entities. • Organizations must be <u>mission-focused</u> on providing behavioral services to individuals engaged in mental illness or substance use and co-occurring disorders prevention, intervention, or recovery or treatment services in their area. • Youth, family and community-based organizations with an explicit focus on mental health or substance use services. • Organizations with a demonstrated history of providing culturally relevant services and addressing social inequities. • Organizations with a trauma-informed care approach to providing services.

FUNDING RESTRICTIONS

The following will not be funded:

- Debt retirement
- Operational deficits
- Partisan activities
- Religious organizations for explicit religious activities
- Activities that exclusively benefit the members of sectarian or religious organizations
- Purchase of properties or vehicles
- Funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to “ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements.”); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase, or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA- approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.
- Funds may not be used to make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.
- Funds shall not be utilized to provide incentives to any Health Care Professional for receipt of a DATA Waiver or any type of Professional Development Training. Procurement of DATA waiver

training is not an allowable use of SOR funds as this training is offered free of charge from SAMHSA at pcssnow.org. Restrictions apply to recipients and subrecipients of SOR funding.

- No funding can be allocated to purchasing telehealth equipment for patients, or loaning funds/equipment to patients for the purpose of providing telehealth services.
- No more than 5 percent of the total grant award may be used for administrative and infrastructure development costs. Up to 2 percent of the total grant award may be used for data collection and reporting. (This is in addition to the 5% administrative cost, which may also include data collection).
- Indirect costs under this opportunity are limited to a de minimis rate of 10% of modified total direct costs (MTDC), as defined in 45 CFR Part 75.

Funds shall not be utilized for services that can be supported through other accessible sources of funding, such as other federal discretionary and formula grant funds, (e.g., HHS, CDC, CMS, HRSA and SAMHSA), DOJ (OJP/BJA) and non-federal funds, third-party insurance, and sliding scale self-pay, among others.

SELECTION AND EVALUATION CRITERIA

The Center will select applicants that present the most complete and responsive applications demonstrating a mix of credentials, experience, capacity, potential and cost. Applications will be reviewed on how well proposed activities match the intent of the funding opportunity, anticipated overall impact, and strength of project team and proposal.

The most competitive applications will:

• Demonstrate capacity to provide co-occurring disorder prevention, early intervention, treatment and recovery service activities.
• Provide a detailed description of exactly what will be done to implement COVID-19 mitigation measures and how – who will be involved, what they will do, what will be accomplished, timeline.
• Demonstrate track record with proposed activities, including having a concrete plan for incorporating proposed activities into the organization’s current workflow.
• Propose an outreach, education, early intervention, referral and/or recovery or treatment delivery model that expands COVID-19 response services and supports the maintenance of healthy environments.
• Demonstrate track record engaging with proposed focus population, including experience providing culturally and linguistically appropriate services.
• Affirm applicant’s ability to submit regular data and financial progress reports.

Applications must adhere to the funding guidelines and present a budget clearly linked to the proposed activities.

At The Center’s discretion, the above evaluation criteria are subject to change to best meet programmatic needs and funding requirements.

FEDERAL COMPLIANCE

The COVID-19 Mitigation Project is funded by the COVID Mitigation Plan 2021 from the Substance Abuse Prevention and Treatment (SA) and the Community Mental Health Services (MHBG) block grants. Applicants need to complete the pre-award risk assessment as part of the application process. This includes the following:

Pre-Award Risk Assessment: In compliance with federal regulations (2 CFR 200.331(b)), The Center is required to assess subrecipients prior to the execution of contracts to identify potential risks. While this pre-award risk assessment is a required component of the contracting process and ensures organizations have the financial capacity to complete the work, responses to the assessment will not affect eligibility or funding recommendations. The decision to accept the receipt of federal funds requires an attention to submit detailed documentation and to meet compliance considerations when receiving this type of funding. Please complete the pre-award risk assessment as part of your online portal application at this [link](#).

DUNS/SAM: An organization must be registered at the two following locations before it can accept any funds through this project. Both of these are provided free of charge:

- a. Data Universal Numbering System (DUNS): All contractors must obtain a DUNS number, which is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). It will be used as the Universal Identifier. The applicant organization may request a DUNS number by telephone at 1-866-705-5711 (toll free) or Internet at <http://fedgov.dnb.com/webform/displayHomePage.do>. The DUNS number will be provided at no charge.
- b. System for Award Management (SAM): The SAM is the primary registrant database for the federal government and the repository into which an entity must submit information required to conduct business as a recipient. All funded organizations must register with SAM and will be assigned a SAM number. All information relevant to the SAM number must be current at all times during which the applicant has an active contract. SAM information must be maintained until a final financial report is submitted or the final payment is received, whichever is later. The SAM registration process can require 10 or more business days, and registration must be renewed annually. Additional information about registration procedures may be found at <https://www.sam.gov/SAM/>. There is no cost associated with this registration.

PLEASE NOTE: DUNS/SAM are required before contract execution and payment. This is a free registration process; however, it does take time. The Center strongly suggests organizations register for DUNS/SAM as soon as possible in order to avoid delays in payment and if organizations anticipate pursuing other federal funding. No payments can be issued until DUNS/SAM are verified and the organization is not on an exclusion list for federal funding.

Insurance Requirements: There will be insurance requirements under these contracts. Once funds have been awarded, communication will be sent to awarded organizations to upload the insurance documents and demonstrate compliance with all insurance requirements. Payment will not be released until insurance compliance requirements are met. The Center recognizes that the terms and coverage conditions for insurance requirements are technical in nature. If you need additional support to answer these questions, you can contact covidmitigation@shfcenter.org. If you do not feel you will be able to meet the insurance requirements, please reach out to covidmitigation@shfcenter.org, subject "Project Name + Insurance Requirements". Refer to Appendix B for more information.

PROJECT TIMELINE

Contracts will cover activities for the following time period: March 1, 2022, through March 31, 2025. Due to federal restrictions, carry-over of funds is not allowable. Any funds not used by March 31, 2025, will be forfeited or must be returned.

TREATMENT SERVICES – DATA PROTOCOL AND GPRA COLLECTION

Only if applicable, if your organization is using this funding for direct patient treatment services, in order to ensure that subcontractors are maintaining appropriate data protocols, the contractor shall comply with the regulations set forth in 42 CFR Part 2, including the responsibility for assuring the security and confidentiality of all electronically transmitted patient material, including the HIPAA privacy and SAMHSA confidentiality rules, and a commitment to operating in compliance with the regulations.

If the subcontractor is using contract funds to cover individual direct patient services, the subcontractor will comply with any SAMHSA (Government Performance and Results Act (GPRA) of 1993) reporting requirements.

GPRA Data Collection Incentives: For certain types of interviews, a maximum cash value of \$30 per interview is allowable. The incentives can include items such as food vouchers, transportation vouchers or phone cards. Incentives are only permitted for completion of a six-month GPRA follow-up interview. For GPRA discharge interviews, the incentive cannot be used for routine discharge interviews; they can only be used when program staff must search for a client who has left the program, or a client has dropped out of a program.

DATA AND REPORTING REQUIREMENTS – PROGRESS REPORTS

Subcontractors will be required to submit quarterly progress reports responding to the performance measures identified in their contracts and including financial reports describing actual expenditures of contract funding. Performance measures will be determined through the contracting process, but may include, for example:

COVID-19 Testing Education and Mitigation Metrics

- Meetings/presentations to external stakeholder (number of events/number of attendees)
- Webinars held (number of events/number of attendees)
- Trainings provided (number of events/number of attendees)
- Hybrid webinar/in-person meetings (number of events/number of attendees)
- Other meetings/conventions held (number of events/number of attendees)
- Number of outreach materials developed
- Number of outreach materials distributed
- Number of outreach activities
- Number of individuals reached through COVID-19 testing education outreach activities
- Number of testing sites established

- Number of rapid onsite COVID-19 testing provided
- Number of staff hired to support COVID-19 mitigation activities
- Number of website views

Final Report Components (submitted at contract end)

- Narrative (all partners)
 - Summary of project over the contract period
 - Major accomplishments over the contract period
 - Major barriers over the contract period
- Financial (all partners)
 - Financial report with detailed expenditure listing
 - Report actual expenditures compared to the approved budget. Explain all budget variances.

Performance measures may be revised as needed to address current situations and high-priority challenges.

Reports will follow the timeline below.

Report	Period	Date Due
Quarter 1 Data Report	3/1/2022 – 3/31/2022	4/15/2022
Quarter 2 Data Report	4/1/2022 – 6/30/2022	7/15/2022
Quarter 3 Data Report	7/1/2022 – 9/30/2022	10/15/2022
Quarter 4 Data and Annual Financial Report	10/1/2022 – 12/31/2022	1/15/2023
End of Year Report 1	3/1/2022-12/31/2022	1/15/2023
Quarter 5 Data Report	1/1/2023 –3/31/2023	4/15/2023
Quarter 6 Data Report	4/1/2023-6/30/2023	7/15/2023
Quarter 7 Data Report	7/1/2023-9/30/2023	10/15/2023
Quarter 8 Data and Annual Financial Report	10/1/2023 – 12/31/2023	1/15/2024
End of Year Report 2	1/1/2023-12/31/2023	1/15/2024
Quarter 9 Data Report	1/1/2024 –3/31/2024	4/15/2024
Quarter 10 Data Report	4/1/2024-6/30/2024	7/15/2024
Quarter 11 Data Report	7/1/2024-9/30/2024	10/15/2024
Quarter 12 Data and Annual Financial Report	10/1/2024-12/31/2024	1/15/2025
End of Year Report 3	1/1/2024-12/31/2024	1/15/2025
Quarter 13 Data and Annual Financial Report	1/1/2025- 3/31/2025	4/15/2025
Cumulative Final Report	3/1/2022-3/31/2025	4/30/2025

APPLICATION TIMELINE

At The Center's discretion, the timeline below is subject to change to best meet programmatic needs and funding requirements.

APPLICATION DEADLINE:

February 11, 2022, at 1 p.m. (Pacific Time)

REVIEW OF APPLICATIONS:

February 2022

APPROXIMATE AWARD ANNOUNCEMENT:

March 2022

APPROXIMATE DATE CONTRACTS ISSUED:

April 2022

NOTE: All funding will be backdated to March 1, 2022, even if contracts are signed after March 1.

To be considered, your proposal must be submitted by 1 p.m. (Pacific Time) on the deadline date. Proposals received after the due date/time will not be reviewed. Submission before the deadline date is advised in case you experience technical difficulties with submitting your application through the portal. We may not be able to respond to your requests for help on the deadline date.

PROPOSERS' WEBINAR

We have scheduled one proposers' webinar to review the funding opportunity and the application process, and to answer questions. The webinar will be held on **Wednesday, January 19, from 1:30 p.m. to 3:30 p.m.** (Pacific Time). Webinar attendance is strongly recommended. [Please register to attend the webinar using this link.](#) The webinar will be recorded and shared following the webinar. Application materials will be in the application portal.

Important Application Guidelines

To help us process your application, please follow these submission guidelines:

- We encourage you to submit your application before the deadline date in case you need help with any of the RFA components.
- Applications are due no later than 1 p.m. (Pacific Time) on February 11, 2022.
- Submit the application via our online portal through this [link](#). New users of the portal will need to create an account as the first step in the application process. You will only use this link one time to initiate your application. After you have started working on your application, use the link below or received via e-mail to continue working on your saved application.

- In the portal, for optimal functionality, use Internet Explorer as the browser when working on a PC and use Safari as the browser when working on a Mac.
- Respond to all required fields (marked with an *).
- Upload all attachments listed under “Application Checklist” below.
- On the portal, you may click “Save & Finish Later.” You will receive an e-mail with a link to return to your in-progress application.
- Click “Save & Finish Later” any time you will not be working in your application for a few minutes.
- You may submit your application only once. Be sure your application is complete and accurate, including required documents, before submitting it. Revised applications will not be accepted.
- If you are unable to submit your application online or need help, please contact us at covidmitigation@shfcenter.org with the subject line: Application Online Help.

**Send questions and inquiries related to this funding opportunity
to covidmitigation@shfcenter.org with the subject line:
COVID-19 Mitigation Project RFA Question**

APPLICATION CHECKLIST

- Initiate the funding application [online](#). *Use this link only once to initiate your application.*
- Complete pre-award risk assessment prior to submitting online application using this [link](#).
- Register for DUNS and SAM.
- Secure insurance compliance requirements.
- Required application attachments:**
 - Proposed Project Budget and Budget Justification completed in The Center’s Proposed Budget Template (template is available in the online portal for download)
 - Applicant organization’s W-9
 - Copy of DHCS license (only if applicable, for treatment providers)

Incomplete applications will not be reviewed. Applications received after the above deadline will not be considered.

If you are unable to submit your application online or need technical assistance, please contact us at covidmitigation@shfcenter.org with the subject line: Application Online Help.

Appendix A – Standard Funding Restrictions

HHS codified the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, 45 CFR Part 75. All components of 45 CFR Part 75 are applicable to all sub-recipients. In Subpart E, cost principles are described and allowable and unallowable expenditures for HHS recipients are delineated. 45 CFR Part 75 is available at <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=df3c54728d090168d3b2e780a6f6ca7c&ty=HTML&h=L&mc=true&n=pt45.1.75&r=PART>. Unless superseded by program statute or regulation, follow the cost principles in 45 CFR Part 75 and the standard funding restrictions below.

SAMHSA funds must be used for purposes supported by the program and may not be used to:

- Exceed Salary Limitation: The Consolidated Appropriations Act, 2016 (Pub. L.113-76) signed into law on January 10, 2016, limits the salary amount that may be awarded and charged to SAMHSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary can be found in SAMHSA's standard terms and conditions for all awards at <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to sub awards/subcontracts under a SAMHSA grant or cooperative agreement. The Federal Executive Level II Salary Cap is currently \$199,300.
- Pay for any lease beyond the project period.
- Pay for the purchase or construction of any building or structure to house any part of the program.
- Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision. (Expansion or enhancement of existing residential services is permissible.)
- Provide detoxification services unless it is part of the transition to MAT with extended-release naltrexone.
- Make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.
 - Note: A recipient or treatment or prevention provider *may* provide up to \$30 non-cash incentive to individuals to participate in required data collection follow up. This amount may be paid for participation in each required follow-up interview.
- Meals are generally unallowable unless they are an integral part of a conference grant or specifically stated as an allowable expense in the FOA. Funds may be used for light snacks, not to exceed \$3.00 per person.
- Support non-evidence-based treatment approaches, such as short-term methadone or buprenorphine use ("detox" with initial treatment less than one year).
- No out-of-state travel is permitted with these funds.

**SAMHSA funds were granted to the State and all funding restrictions are applicable to this funding opportunity and all sub-contracts.*

Appendix B – Insurance Requirements

All evidence of required insurance coverage must be submitted to The Center prior to the release of payment. Awarded organizations will receive an e-mail from “The Center@Sierra Health Foundation” via TrustLayer requesting the same insurance documents as indicated below. A link will be provided for organizations to review and upload the required insurance documents. Please pay special attention to the “Additional Requirements” section for exact instructions and specific language that must be included.

Commercial General Liability

- Each Occurrence must be greater or equal to \$1,000,000
 - Coverage Trigger: Occurrence must be present
 - Insurance is written on an occurrence basis using ISO form CG 0001 or equivalent
- General Aggregate must be greater or equal to \$2,000,000
- Products/Completed Operations Aggregate must be greater or equal to \$2,000,000
- Personal and Advertising Injury must be present
- Primary and Non-Contributory Endorsement must be present
- Additional Insured Endorsement must be present
 - With Completed Operations language
 - Using a combination of ISO forms CG2010 10/04 and CG 2037 10/04 or equivalent

Automobile Liability

- Combined Single Limit (each accident) must be greater or equal to \$1,000,000
- Coverage Applies to: Owned Autos Only must be present
- Coverage Applies to: Hired Autos Only must be present
- Coverage Applies to: Non-Owned Autos Only must be present
- Additional Insured Endorsement must be present
 - Using ISO form CA 2048 or equivalent

Worker’s Compensation and Employer’s Liability

- Statutory Limits must be present
- Employer’s Liability Each Accident must be greater or equal to \$1,000,000
- Employer’s Liability Disease – each employee must be greater or equal to \$1,000,000
- Employer’s Liability Disease – policy limit must be greater or equal to \$1,000,000
- Waiver of Subrogation Endorsement must be present

Professional Liability

- Each Claim must be greater or equal to \$1,000,000
- Aggregate must be greater or equal to \$2,000,000

Improper Sexual Contact and Physical Abuse Insurance

- Coverage must be greater or equal to \$1,000,000

Cyber Liability

- Claims made Coverage must be greater or equal to \$1,000,000

Additional Requirements

- Certificate Holder must read: Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833

- A.M. Best rating of at least A-:VI
- 10 or more Passengers being transported in any one vehicle will require
 - State of California Class B driver's license
 - Auto liability in the amount of \$5,000,000 per occurrence for bodily injury and property damage combined.
- Description of Operations must read: The Center, Sierra Health Foundation, The State of California, their respective officers, directors, agents, representatives, constituent entities, affiliates, volunteers, officials, parents, subsidiaries, and employees shall be added as Insureds ("additional Insureds") under each commercial general liability and automobile insurance policy. **Agreement # 21-10295** and **Agreement # 20-10323** must be present

Appendix C- Americans with Disabilities Act

The COVID-19 Mitigation Project is funded by the COVID Mitigation Plan 2021 from the Substance Abuse Prevention and Treatment (SA) and the Community Mental Health Services (MHBG) block grants. If awarded, contractors agree to ensure that deliverables developed and produced, pursuant to this Agreement shall comply with the accessibility requirements of **Section 508 of the Rehabilitation Act and the Americans with Disabilities Act of 1973** as amended (29 U.S.C. § 794 (d)), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations. In 1998, Congress amended the **Rehabilitation Act of 1973** to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. California Government Code section 11135 codifies section 508 of the Act requiring accessibility of electronic and information technology.

Appendix D- Federal Requirements

The COVID-19 Mitigation Project is funded by the COVID Mitigation Plan 2021 from the Substance Abuse Prevention and Treatment (SA) and the Community Mental Health Services (MHBG) block grants. If awarded, contractors shall comply with the following Federal laws:

- A. Title VI of the Civil Rights Act of 1964, Section 2000d, as amended.
- B. Age Discrimination Act of 1975 (45 CFR Part 90).
- C. Section 1557 of the Affordable Care Act.
- D. Title II of the Americans with Disabilities Act of 1990 (28 CFR Part 35).
 - 1. California Government Code Section 11135 codifies the protections of Title II of the Americans with Disabilities Act.
- E. Section 504 of the Rehabilitation Act of 1973.
- F. Trafficking Victims Protection Act of 2000 (22 USC 7104(G), as amended, and 2 CFR Part 175).
- G. Clean Air Act (42 USC 7401 – 7671q) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended.
- H. Byrd Anti-Lobbying Amendment (31 USC 1352).
 - 1. The Contractor shall certify to DHCS that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. The Contractor shall also disclose to DHCS any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- I. Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part 2, Subparts A – E).
 - 1. The Contractor shall comply with the regulations set forth in 42 CFR Part 2, including the responsibility for assuring the security and confidentiality of all electronically transmitted patient material.

FOR REFERENCE ONLY
SUBMIT YOUR APPLICATION USING THE [ONLINE PORTAL](#)

COVID-19 Mitigation Project Sub-Contractor Application

Pre-Application Quiz

Has the applicant been debarred from receiving federal funds?

Select Yes or No.

INSTRUCTIONS

Be sure to read the request for applications carefully before beginning your application. Required fields and attachment uploads are marked with *.

You may save your in-progress application at any time and return to it later using the link you will receive in an automated e-mail.

If you have questions, click on Contact Us to the right of the purple tabs or send an e-mail to covidmitigation@shfcenter.org with the subject line: Application Online Help.

APPLICANT INFORMATION

Applicant Organization Information

Organization Name*

Enter the organization's legal name.

Is the applicant organization a fiscal sponsor for this proposal? *

A fiscal sponsor is an organization that applies on behalf of an entity or group that does not have legal standing with the IRS. Select Yes or No.

Name of fiscally sponsored organization, if applicable.

Enter the name of the organization that will be implementing the project, otherwise known as the fiscally sponsored organization.

Address*

City*

State*

Zip Code*

County*

Phone*

Website URL (optional)

Tax Exempt ID # or Employer ID #*

Enter the applicant organization's Tax-ID or the Employer ID if the organization is an individual.

DUNS #

Enter the organization’s Data Universal Numbering System number. If the organization does not have DUNS number, we highly recommend that the organization completes registration as soon as possible as it is a requirement before funds can be disbursed.

SAM Expiration Date

Enter the registration expiration date for the organization. It can be found in the SAM system. If the organization does not have SAM expiration date, we highly recommend that the organization completes registration as soon as possible as it is a requirement before funds can be disbursed.

Organizational Status*

Organization has 501(c)(3) nonprofit status with the IRS. Select Yes, No, or Unsure.

Annual Budget*

What is the applicant organization's annual budget amount?

Annual Audit*

Does the applicant organization have an annual financial audit? Select Yes or No.

CEO/Director Information

Prefix* First Name* Last Name*

Title*

E-mail Address*

Office Phone* Extension

Project Contact Information (for questions related to this proposal)

Prefix* First Name* Last Name*

Title*

E-mail Address*

Office Phone* Extension

PROJECT INFORMATION

Project Information

Project Name* (10 words maximum):

Brief Summary and Purpose of Project* (100 words maximum):

Project Start Date: March 1, 2022

Project End Date: March 31, 2025

Total Amount Requested: * \$ _____

Up to \$100,000.00.

Project Geography

Geography (County-level) *

Please indicate what percentage of activity will be spent in which California counties (total must add up to 100). *A list of all 58 counties will be available on the online application portal.

Population to be Served

Focus Populations (Race/Ethnicity) *

For the racial and ethnic populations that will be affected, provide your best estimate of the percentage of the total people of each population (total must add up to 100).

- African American/Black: %
- American Indian/Alaska Native: %
- Asian-American/API: %
- Latino/Hispanic: %
- Other: % [please specify]
- Mixed race: %
- White: %

Focus Populations (Age) *

- 12-17: %
- 18-24: %
- 25-44: %
- 45-64: %
- 65 and older: %

Population Reached*

Please indicate the percentage of focus population to be reached from March 2022 – March 2025 (total must add up to 100).

- COVID-19 testing education: %
- Rapid onsite COVID-19 testing: %
- COVID-19 mitigation efforts: %

NARRATIVE QUESTIONS

Organization Description*

Provide a brief overview of your organization (the entity that is carrying out the project), including: a) when it was established, b) its mission, and c) whom you serve. (200 words maximum)

Fiscal Sponsor Description

If the project has a fiscal sponsor that is different from the organization that is implementing the project, briefly describe the fiscal sponsor, including its mission and any past and/or current work with the sponsored organization.

Demonstration of Capacity*

State why your organization has the capacity and ability to implement COVID-19 mitigation and testing services. (200 words maximum)

Population Description*

Describe the population that will be affected by the proposed project. Include any data available on their geographic setting or neighborhood as well as demographic characteristics (age, gender, race/ethnicity), socioeconomic status, impact of social inequities on community, hesitancy around COVID-19 testing, and any other relevant information.) (200 words maximum)

Track Record with Proposed Focus Population*

Describe your organization's experience providing culturally and linguistically appropriate services. Briefly describe 1-3 examples of your work with this community (or communities). (200 word maximum)

Use of Funds*

Describe in detail your plan to use these funds to prevent, prepare for and respond to the COVID-19 public health emergency and ensure the continuity of services to support individuals connected to the behavioral health system, particularly those engaged in substance use and co-occurring disorder prevention, treatment and recovery service activities. Share the COVID-19 mitigation strategies you will employ and list the specific activities and resources needed to carry out your proposed project, and the timeline. (350 words maximum)

Outreach*

Describe how your organization would implement COVID-19 testing education and outreach (200 word maximum).

Expected Outcomes*

List 3-7 expected direct outcomes of the proposed activities. (300 words maximum)

Evaluation Process*

Describe how you will document or evaluate project activities and progress toward the outcomes. (300 words maximum)

Partnerships*

Describe partnerships that are already in place or will be established to support implementation of your program goals. If no partners are needed, please explain. (200 word maximum)

Organizational Capacity*

Describe the qualifications of the project leaders and key staff on the project. Specify which positions have staff in place and which will need to be hired. Explain how these qualifications demonstrate an ability to be culturally responsive in carrying out the activities identified above. (200 words maximum)

Technical Assistance

To help us plan a technical assistance strategy, please tell us what technical assistance your organization would benefit from in implementing this project? (Your response to this question is not considered in decisions about funding.) (150 words maximum)

ATTACHMENTS

I. Pre-Award Risk Assessment Confirmation*

Complete the Pre-Award Risk Assessment using [this link](#).

By providing The Center with your responses, it will help us to better align the necessary resources for your success in managing federal dollars and fulfilling the program's objectives. Please complete this survey to the best of your ability. You must complete the Pre-Award Risk Assessment as part of the application and if funded, before you can receive your contract and payment.

Please check the option that is most applicable to you.

By checking this box, I am confirming that I have submitted the Pre-Award Risk Assessment at the link above and provided my organizations DUNS number.

By checking this box, I am confirming that I have submitted the Pre-Award Risk Assessment at the link above but am still pending a DUNS number.

II. DUNS and SAM Registration Confirmation*

Begin the process of securing your DUNS registration [here](#) and SAM registration [here](#).

DUNS/SAM are required before contract execution and payment. This is a free registration process; however, it does take time. The Center strongly suggests organizations register for DUNS/SAM as soon as possible in order to avoid delays in payment and if organizations anticipate pursuing other federal funding. No payments can be issued until DUNS/SAM are verified and the organization is not on an exclusion list for federal funding.

Please check the option that is most applicable to you.

By checking this box, I am confirming that my organization has a DUNS and SAM number and have provided them at the beginning of this application.

By checking this box, I am confirming that my organization does not yet have a DUNS and/or a SAM number but am actively working to secure this information.

III. Proposed Project Budget and Budget Justification*

Download The Center's budget form [here](#). Tab 1 "Budget Worksheet" should detail your proposed budget for this project. Tab 2 "Budget Justification" should detail why you are requesting these dollars and what it will cover for the project term. Both Tab 1 and Tab 2 must be filled in for the Budget and Budget Justification to be considered complete. Upload your budget and budget justification in Excel format.

IV. Applicant Organization's W-9*

Upload the applicant organization's W-9 in PDF format.

V. Copy of DHCS License and/or Certification

Only for organizations that are providing treatment services.