

# COVID-19 MITIGATION PROJECT FOR BEHAVIORAL HEALTH SYSTEMS

REQUEST FOR APPLICATIONS

APRIL 2024



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](http://www.shfcenter.org).

## ORGANIZATION AND GRANT BACKGROUND

With offices in Sacramento and Fresno, The Center at Sierra Health Foundation (The Center) – an independent 501(c)(3) nonprofit organization – pursues the promise of health and racial equity in communities across California. Leveraging leadership, operational and funding support from 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 (CMP)** funding opportunity 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. The project will particularly focus on people engaged in mental health or substance use disorder care, and unhoused individuals.

Through this funding opportunity, mental health and/or substance use disorder care 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 public and private nonprofit 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, Certified Community Behavioral Health Clinics, harm reduction service providers, 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 supported by the California Department of Health Care Services through the Substance Use Prevention, Treatment and Recovery Services Block Grant (SUBG) and Community Mental Health Services Block Grant (MHBG). Accordingly, contract agreements will include standard federal rules and regulations and applicable rules and regulations from the State of California. Since the program launched in 2022, a total of \$4.2 million has been awarded to 51 organizations. A total of \$4.3 million is available in this funding round. This is the third, and final, round of funding.

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

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

**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. [Quick Links to COVID-19 Community Mitigation Strategies and Tools \(CDC.gov\)](#).

**Mental health disorder:** Disorders that involve changes in thinking, mood and/or behavior that can reduce a person’s ability to function.

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

**Serious mental illness** is defined by someone over 18 having (within the past year) a diagnosable mental, behavioral, or emotional disorder that causes serious functional impairment that substantially interferes with or limits one or more major life activities.

**Serious emotional disturbance**, for people under 18, refers to a diagnosable mental, behavioral, or emotional disorder in the past year, which resulted in functional impairment that substantially interferes with or limits the child’s role or functioning in family, school, or community activities.

**Substance use disorder (SUD)** occurs when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

**Trauma-informed care:** approaches that acknowledge and address that people receiving care may have experienced trauma that manifests physically, mentally, or behaviorally, and that encounters with medical and social service personnel may be traumatizing for program participants.

## FUNDING OPPORTUNITY AND BACKGROUND

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency in response to the COVID-19 threat in California. This executive order provided, among other things, that the State must prepare for, respond to, and implement measures to mitigate the spread of severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), a strain of coronavirus that causes COVID-19 disease. 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.

Targeted support is essential for mental health and substance use treatment providers to overcome barriers toward achieving and maintaining high COVID-19 testing rates. This funding supports community mitigation measures, which 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.<sup>1</sup> Having a mental health or substance use disorder can make one more likely to become severely ill or die from COVID-19. In addition, people living with behavioral health disorders may have underlying medical conditions, such as respiratory or cardiovascular disease, chronic liver disease or drug use behaviors, which put them at increased risk for severe illness or death from COVID-19.<sup>2</sup>

This funding opportunity will support community mitigation efforts focused on youth, young adults, and adults engaged in mental health or substance use disorder care, and unhoused individuals.

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

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

The overall goals of this funding opportunity are to:

- Support COVID-19 mitigation services in behavioral health settings by funding COVID-19 testing education, on-site testing, and access.
- Expand COVID-19 response services for staff and individuals connected to behavioral health systems, particularly those engaged in mental health or substance use disorder care.
- Support and expand COVID-19 education, testing, mitigation services and outreach to unhoused individuals.
- Support the maintenance of healthy environments in behavioral health settings for staff and individuals engaged in mental health or substance use disorder care.

Reference [California's Commitment to Health Equity - Coronavirus COVID-19 Response dashboard](#) to access data on how COVID-19 has impacted California communities. A total of \$4.3 million is available in this funding round. Applicants may apply for up to \$200,000 in funding. Fiscal sponsorships are allowed. Fiscal sponsorships are allowed.

## **SCOPE OF WORK**

Activities implemented through this funding opportunity must be related to one or more of the three following strategies: COVID-19 testing education, on-site COVID-19 testing, and/or maintaining healthy environments. The primary focus must be to support staff and individuals connected to the behavioral health system, particularly those engaged in mental health or substance use disorder care, including unhoused individuals. The implementation of CMP strategies allows for individuals receiving co-occurring care to continue to receive services without breaks occurring due to COVID-19 outbreaks at service delivery sites. This funding does not support COVID-19 vaccinations or vaccination education.

Behavioral health providers should recognize the multitude of barriers that prevent successful access to mental illness and substance use 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 and linguistically appropriate mental health and substance use co-occurring services, an awareness of their own biases, a trauma-informed care approach and utilization of a whole-person lens.

### **Regranting Strategies**

This funding opportunity encourages working in collaboration with other groups and allows for regranting of funds by the lead organization to eligible community-based partners. Applicants requesting over \$75,000 and up to \$200,000 are required to regrant funds to other eligible community-based organizations which are able to extend the objectives of the COVID-19 Mitigation Project. Lead applicants may reserve up to \$75,000 of funding to implement their proposed CMP strategies and manage regranting partners. Lead applicants are required to regrant the remaining amount, over \$75,000, to community partners who meet the eligibility requirements.

### **Examples of Funded Activities**

Examples of activities that may be supported by this funding opportunity include:

- Rapid on-site COVID-19 testing of behavioral health clients and staff and facilitating access to testing services.
- Establishment of alternate COVID-19 testing sites, test result processing, and arranging for the processing of test results to increase access to testing for individuals connected to the behavioral health system, and/or unhoused individuals.
- Testing education facilitated in behavioral health settings for clients and/or staff, and/or in transitional housing facilities, shelters, or camps. Outreach and testing education activities for the general public, such as tabling at a farmers' market, or door to door outreach, are not allowable expenses under this funding opportunity.
- Engaging in other activities within the CDC Community Mitigation Strategies to address COVID-19 in rural communities.
- Hiring workers to coordinate resources, develop COVID-19 mitigation strategies, and support existing community partners to prevent infectious disease transmission in behavioral health settings and/or in transitional housing facilities, shelters, or camps.
- Expanding COVID-19 mitigation efforts for unhoused individuals by providing shower services and/or distributing sanitation/hygiene kits (hand sanitizer, mask, wet wipes, tissues, deodorant, etc.).
- Other activities to support COVID-19 testing for individuals engaged in mental health or substance use disorder care, including unhoused individuals, by implementing a COVID-19 testing program, procuring supplies to provide testing, training providers and/or 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 on COVID-19 mitigation efforts in behavioral health settings and/or in programs providing services to unhoused individuals.
- Funds to relieve the burden of financial costs for the administration of COVID-19 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) in behavioral health settings, transitional housing facilities or shelters.
- Developing and implementing strategies to address client hesitancy around testing, ensuring access for the focus populations under this funding to address long-standing systemic health and social inequities that have put some clients at increased risk of getting COVID-19 or having severe illness.

## **PROJECT FUNDING INFORMATION**

### **Funding Amounts and Contract Period**

This funding opportunity has a total of \$4.3 million in available funds which will be awarded to between 20 and 50 organizations. Awards are up to \$200,000 per awarded organization for a contract period of August 1, 2024, through March 31, 2025. This is the third, and final, round of funding. Applicants who request more than \$75,000 are required to include a regranting strategy. Awarded funds will support COVID-19 testing, testing education and mitigation services in behavioral health settings or provide

funded COVID-19 testing and mitigation services to unhoused individuals throughout California. This funding opportunity encourages working in collaboration with other groups and allows for regranting by the lead organization.

Applicants are required to adhere to the budget guidelines included in the provided 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.

Due to federal restrictions, there will be no carry-over funds; any funds not used by contract end will be forfeited.

### **Regranting Strategy Requirements**

Applicants who request more than \$75,000, and up to \$200,000, are required to propose a regranting strategy in which the lead applicant may reserve up to \$75,000 of the award to coordinate their CMP strategies and manage the regranting strategies. Lead organizations are required to regrant the remaining award amount above \$75,000.

Regranting partners are other community-based organizations who meet the eligibility requirements and are able to extend the objectives of the COVID-19 Mitigation Project across the local region. Proposals that include a regranting strategy must have each regranting partner listed in the budget and an explanation of regranting costs in the budget justification.

Applicants that propose a regranting strategy are required to submit signed Memorandums of Understanding(s) (MOU) between their organization and the proposed regranting partner(s) with their application. The signed MOU(s) should identify the organizations who will receive regranted funds, each partners' roles and responsibilities related to the proposed scope of work, and the funding amount per partner. It is up to the lead applicant's discretion to determine the number of regranting partners and the award amount per partner needed to implement the proposed CMP activities.

Awarded organizations with a regranting strategy are responsible for distributing the funding award to each regranting partner and collecting and submitting required data, narrative, and financial information to meet CMP report requirements.

Applicants who request more than \$75,000, and up to \$200,000, must meet the following requirements or they may not be considered for funding:

- Indicate a regranting strategy in the proposal narrative.
- Regrant the amount over \$75,000 and up to \$200,000 to one, or more, regranting partners.
- Reserve up to \$75,000 of the award to support the lead applicant's CMP activities and the cost of managing the regranting partners.
- Identify regranting partners in the proposal narrative.
- Identify individual regranting partners as separate line items in the budget template.
- Submit signed MOU(s) between the lead applicant and the proposed regranting partners.

### **Deliverable-based Contract**

Contracts will be deliverable-based, meaning contractors need to demonstrate progress on process measures (e.g., number of COVID-19 tests conducted, number of informational presentations in behavioral health settings) and fulfill set deliverables.

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 Substance Abuse and Mental Health Services (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% of the awarded amount will be released upon execution of contract and demonstration of meeting the insurance requirements.
- 2) 40% of the awarded amount will be released upon receipt, review, and approval of Progress Data Report 1 and Progress Financial Report 1.
- 3) 10% of the awarded amount will be released upon receipt, review, and approval of the Progress Data Report 2, Progress Financial Report 2, and Cumulative Final Narrative Report.

If a contractor furnishes all required deliverables by the end of the contract, the entire contract amount will be paid. Due to federal restrictions, there will be no carry-over funds; any funds not used by contract end will be forfeited and must be returned.

## **ELIGIBILITY CRITERIA**

This opportunity will fund organizations to support COVID-19 mitigation services in behavioral health settings that are serving individuals engaged in co-occurring care throughout California. Fiscal sponsorships are eligible. Fiscal sponsors and their sponsored organization are required to submit a signed MOU with the application. This funding opportunity is not open to current COVID-19 Mitigation Project subrecipients.

Coalitions of organizations and collaboratives are also eligible if the lead applicant meets the eligibility requirement. Coalitions and collaborations are required to submit a signed MOU(s) with the application. MOU(s) should identify the organizations who will implement CMP services, each partners' roles and responsibilities related to the proposed scope of work, and the funding amount per individual coalition or collaborative partner.

Applicants, fiscal sponsors, and lead applicants of coalitions, collaboratives or regranting strategies must meet the following minimum requirements:

- Must be located in and conduct program activities in the State of California.
- Have state federal recognition as a formal organization or entity, such as a Federal Employer Identification Number (EIN) and California Tax ID.

- Must not be debarred or suspended by either the State of California or the U.S. federal government.

And must meet one, or more, of the following requirements:

- Licensed, certified or otherwise qualified substance use and/or mental health disorder provider.
- Tribal organization.
- County provider, such as Behavioral Health Services.
- A 501(c)(3) community-based organization, such as Federally Qualified Health Centers, Certified Community Behavioral Health Clinics, crisis care mobile unit programs, harm reduction service providers, recovery residences, transitional housing facilities, homeless shelters, opioid treatment programs or office-based opioid treatment providers with established and trusted community relationships.

Applicants, lead applicants of coalitions, collaboratives, regranting strategies, and proposed regranting and coalition partners, must be able to demonstrate the following:

- Mission-focused on providing behavioral services to youth, young adults and/or adults engaged in mental health or substance use services and/or providing services to unhoused individuals.
- Commitment to providing culturally relevant services and addressing social inequities.
- Trauma-informed care approach to providing services.
- Capacity to implement COVID-19 mitigation efforts which align with the CMP scope of work.

Applicants who currently have funding, or previously received funding, from The Center at Sierra Health Foundation are eligible to apply. Applicants who have received past funding must be in good standing and have successfully met all of The Center grant and/or contract requirements of previous funding to be considered for this funding opportunity.

## FUNDING RESTRICTIONS

The following will **not** be funded:

- Purchase of COVID-19 at-home tests to distribute for self-testing off-site. The exception is the purchase of at-home tests which is only allowable when tests are distributed to unhoused individuals receiving funded CMP services.
- COVID-19 vaccinations, vaccinations clinics or other COVID-19 vaccine efforts, such as COVID-19 vaccination education and outreach.
- Heating, ventilation and/or air conditioning systems.
- Per SAMSHA, non-cash incentives may not exceed \$30.00 per person. Examples of non-cash incentives include, but are not limited to, gift cards, bus passes, prizes, light snacks, and outreach promotional items, such as pencils.
- Mental health and/or substance use disorder prevention, intervention, or treatment services.
- COVID-19 education testing outreach, testing or mitigation efforts for the general population outside of the funding focus.
- 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
- Out of state travel
- 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 Drug Enforcement Administration and under a Food and Drug Administration-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.
- 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. Examples of administrative and infrastructure development include, and may not be limited to, salaries of administrative or clerical staff hired for awarded activities, improved development and collection of specific outcome measures, increased workforce development.
- Up to 2 percent of the total grant award may be used for data collection and reporting. (This is in addition to the 5 percent administrative cost, which may also include data collection).
- Indirect costs under this opportunity are limited to a de minimis rate of 10 percent of modified total direct costs (MTDC), as defined in 45 CFR Part 75. Indirect costs are not to be calculated for the total award grant are limited to 10% of the direct costs.
- 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.

Please reference Appendix A- Standing Funding Restrictions for a full list of funding restrictions under SAMSHA and state regulations. All funding restrictions apply to regranting partners.

## **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 outcomes, and strength of project team and proposal.

### **The most competitive applications will:**

- Demonstrate experience in providing co-occurring mental health and substance use activities.
- Possess a commitment to a trauma-informed care approach.
- Demonstrate a track record engaging with the proposed focus population, including the capacity to provide culturally and linguistically appropriate services.
- Provide a brief description of who will be engaged. Applications are expected to focus on staff and individuals connected to behavioral health systems, particularly those engaged in mental health or substance use disorder care and/or unhoused individuals.
- Provide a detailed description of exactly what will be done to implement COVID-19 testing education, on-site testing, and/or mitigation measures and how, including who will be involved, what they will do, and what will be accomplished. Demonstrate capacity to provide proposed activities, including having a concrete plan for incorporating proposed activities into the organization's current workflow.
- Present a clear and realistic timeline of activities and concrete, measurable outputs within the contract period.
- Include sufficiently detailed budgets that adhere to funding guidelines and closely align with proposed activities and match the funding requirements.
- Affirm applicants', and partners when applicable, ability to submit regular data and financial reports and attend convenings.
- When applying for more than \$75,000, present a concrete strategy that meets the regranting requirements and identifies eligible community-based organizations that are able to extend the objectives of the COVID-19 Mitigation Project across a region.

At The Center's discretion, the above evaluation criteria are subject to change to best meet programmatic needs and funding requirements. No application is guaranteed funding and applications will be reviewed holistically across the defined evaluation criteria.

## **APPLICATION DENIAL APPEAL PROCESS**

Per the Department of Health Care Services, California law does not provide a protest or appeal process against award decisions made through this funding opportunity and applicants submitting responses to these types of RFAs are not able to protest or appeal the award. All decisions are reviewed and approved by DHCS and will be final.

## **FEDERAL COMPLIANCE**

The COVID-19 Mitigation Project is funded by the COVID Mitigation Plan 2021 from the Substance Use Prevention, Treatment and Recovery Services Block Grant (SUBG) and the Community Mental Health Services Block Grant (MHBG). Applicants need to complete the following as part of the application process or before funding is disbursed, where applicable. 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 attention to submit detailed documentation and to meet compliance considerations when receiving this type of funding. The Pre-Award Risk Assessment is to be completed as part of the online application. Use this [Moss Adams link](#) to access the Pre-Award Risk Assessment.

**Unique Entity Identifier (SAM):** An organization must register for a Unique Entity ID before it can accept any funds through this project. Organizations are required to register for a Unique Entity ID (SAM) on [SAM.gov](#). Organizations that already have a DUNS should automatically have been assigned a Unique Entity ID. Please see this [Quick Start Guide for Getting a Unique Entity ID](#).

**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. **The first payment will not be released until insurance compliance requirements are met.** Insurance must be purchased, current and maintained throughout the duration of the contract period. 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 or do not feel you will be able to meet the insurance requirements, please reach out to [covidmitigation@shfcenter.org](mailto:covidmitigation@shfcenter.org), subject line “**CMP Insurance Requirements**”.

Additionally, The Center, in partnership with Cal Nonprofits, hosted an educational webinar on securing insurance coverage required for obtaining federal and state funds. To view this recording, use this [YouTube link](#). Refer to Appendix B for more information on insurance requirements.

**FFATA Data Collection:** Organizations funded under the COVID-19 Mitigation Project must report certain information in accordance with the Federal Financial Accountability and Transparency Act (FFATA), as requested by The Center. FFATA reporting is required on 1) subawards greater than \$25,000 or more and on 2) executive compensation. Executive compensation information will not be requested if any of the following conditions are true:

- Executive compensation gross income is less than \$300,000; or
- Did not receive 80% or more of its annual gross revenues from Federal government; or
- Revenues are not greater than \$25 million annually; or
- Compensation information is already available through reporting to the Securities and Exchange Commission (SEC).

## PROJECT TIMELINE

Contracts will cover activities for the following time period: August 1, 2024, 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, and must be returned.

## CONTRACT REQUIREMENTS

Awarded organizations will be required to submit a startup narrative report, progress data reports, progress financial reports and a cumulative final narrative report. Awarded organizations with a regrating strategy are required to collect regrating partners’ data, narrative information, and financial

expenditures. Regranting partners efforts are required to be reflected in the startup narrative report, progress data and financial reports and the cumulative final narrative.

Awarded organizations are also required to attend any training or technical assistance opportunities provided by The Center, unless explicitly noted otherwise.

### **Startup Narrative Report**

Awarded organizations will submit a startup narrative report about the first two months of the project start. The startup report will detail the activities and work completed throughout the COVID-19 Mitigation Project from August 1, 2024, to September 30, 2024. Awarded organizations with a regranting strategy are required to include data and narrative information from regranting partners in the startup narrative report.

This narrative report may include the following, but is not limited to:

- Summary of project
- Major accomplishments
- Major barriers

### **Progress Data Reports**

Data reports will be a mix of quantitative data and narrative responses on key monitoring measures to track the progress of projects. Awarded organizations with a regranting strategy are required to include data from regranting partners in the progress data reports.

Progress data reports monitoring measures may include, but are not limited to:

- **Quantitative Data**
  - Number of educational materials developed
  - Number of educational materials distributed
  - Number of social media posts
  - Number of educational sessions/trainings to clients
  - Total number of attendees for educational sessions/trainings
  - Languages in which the funded activities took place
  - Total number of alternative testing sites established
  - Total number of unique clients referred to an alternative testing site
  - Total number of unique clients who were tested for COVID-19 on-site
  - Total number of COVID-19 tests administered on-site to clients
  - Total number of unique staff who were tested for COVID-19 on-site
  - Total number of COVID-19 tests administered on-site to staff
  - Number of individuals reached through COVID-19 testing education outreach activities
- **Narrative Responses**
  - What were the main activities conducted this quarter to maintain healthy environments?
  - Have there been any changes in your program from the last reporting period? If so, please describe the main 1-3 changes and why.
  - Describe your top 1-3 successes during this reporting period.
  - Describe any main challenges you encountered during this reporting period.

### **Progress Financial Reports**

Awarded organizations will submit financial reports on their COVID-19 Mitigation Project actual expenditures and are required to submit financial reports for the duration of the contract period. Awarded organizations with a regranting strategy are required to include regranting partners' financial information in progress financial reports.

Financial reports will be submitted via an online portal. In addition to the financial report submitted, backup documentation should be provided at the time of submission. This may include a detailed expenditure listing or General Ledger (G/L). These documents must include the description of the expense incurred, vendor, category, date of expense and the exact amount allocated to the grant (OR allocation methodology). Receipts/invoices are not required at the time of financial report submission but should be kept on file in case of a desk review/audit.

### **Cumulative Final Narrative Report**

Awarded organizations will submit cumulative final narrative report due one month after their contract end date, on April 30, 2025. The narrative report will detail the activities and work completed throughout the COVID-19 Mitigation Project contract period. Awarded organizations with a regranting strategy are required to include data and narrative information from regranting partners in the cumulative final narrative report.

This narrative report may include the following, but is not limited to:

- Summary of project
- Major accomplishments
- Major barriers

**The required contract reports will follow the timeline below.**

<b>Report Name</b>	<b>Report Period</b>	<b>Due Date</b>
Startup Narrative Report	8/1/2024- 9/30/2024	10/15/2024
*Progress Data Report 1	8/1/2024- 12/31/2024	1/15/2025
*Progress Financial Report 1	8/1/2024- 12/31/2024	1/15/2025
**Progress Data Report 2	01/01/2025 – 03/31/2025	04/15/2025
**Progress Financial Report 2	01/01/2025 – 03/31/2025	04/15/2025
**Cumulative Narrative Report	08/01/2024-03/31/2025	04/30/2025

\*The second payment, 40% of the awarded amount, is released upon receipt, review and approval of the Progress Data Report 1 and Progress Financial Report 1.

\*\*The third and final payment, 10% of the awarded amount, is released upon receipt, review and approval of the Progress Data Report 2 and Progress Financial Report 2 Cumulative Final Narrative Report.)

Awarded organizations with a regranting strategy must be able to distribute funding payments for each regranting partner. It is up to the discretion of the lead organization to determine the regranting funding payment schedule for their partners. Due to federal restrictions, there will be no carry-over funds; any funds not used by contract end will be forfeited.

**Note: At The Center’s discretion, the reporting requirement criteria and timeline are subject to change to best meet programmatic needs and funding requirements. Performance measures may be revised as needed to address current situations and high-priority challenges.**

### **Training/Technical Assistance Requirements**

Awarded organizations 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.

## **APPLICATION TIMELINE**

The timeline below is subject to change at The Center’s discretion to best meet programmatic needs and funding requirements.

### **APPLICATION DEADLINE:**

May 29, 2024, at 1 p.m. (Pacific Time)

### **REVIEW OF APPLICATIONS:**

May to June 2024

### **APPROXIMATE AWARD ANNOUNCEMENT:**

Mid-July 2024

### **APPROXIMATE DATE CONTRACTS ISSUED:**

August 1, 2024

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 AND OFFICE HOURS**

We have scheduled a proposers’ webinar to review the funding opportunity and application process, and to answer questions. Webinar attendance is strongly recommended but not required. Registration is required to receive your unique Zoom link to access the webinar. To register for this webinar, use the link below. The webinar will be recorded and shared following the webinar.

### **COVID-19 Mitigation Project Proposers’ Webinar**

Tuesday, May 7th, 2024, from 10 a.m. to 11:30 a.m. (Pacific Time)

### **Registration Link**

We also will host office hour sessions to provide additional support on the application and application submission process. Office hour session attendance is optional. Registration is required to receive your

unique Zoom link to access the office hour sessions. To register for this office hour session, use the link below.

#### **COVID-19 Mitigation Project RFA Office Hour Session 1 (Optional)**

- Thursday, May 16, 2024, from 10 a.m. to 11 a.m. (Pacific Time)
- **[Registration Link](#)**

#### **COVID-19 Mitigation Project RFA Office Hour Session 2 (Optional)**

- Tuesday, May 21, from 10 a.m. to 11 a.m. (Pacific Time)
- **[Registration Link](#)**

## **IMPORTANT APPLICATION GUIDELINES**

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

- Submit your application before the deadline date in case you need help with any of the application components.
- Applications are due no later than **1 p.m. (Pacific Time) on May 29, 2024**
- Submit via the [online application](#). You may save your progress and resume the application later by entering an e-mail and determining a password at the top of the application page. A link to access your in-progress application will be sent to the e-mail provided.
- Respond to all required fields marked with a red asterisk (\*).
- Upload all attachments listed under the “Application Checklist” below.
- If you are submitting as a fiscal sponsor, the lead applicant for a coalition or collaborative of organizations, or are proposing a regranting strategy, confirm that you have identified all partners and have signed MOUs.
- The application templates are linked in the attachments section of this RFA and in the online application.
- You may submit your application only once. Be sure your application is complete and accurate, including required documents, before submitting it. Applications with missing information or attachments will not be accepted. Revised applications also will not be considered.

**If you are unable to submit your online application, need help or have any questions, please contact us at [covidmitigation@shfcenter.org](mailto:covidmitigation@shfcenter.org) with the subject line: CMP Application Help.**

**Please note: Any inquiries on the day of the deadline, or after, may not receive a response. We encourage you to e-mail us before the application deadline date.**

## **APPLICATION CHECKLIST**

- Initiate the COVID-19 Mitigation Project [online application](#).
- Complete the [Pre-Award Risk Assessment](#) prior to submitting the online application.
- Register for [Unique Entity ID \(SAM\)](#) if you do not have one or make sure your Unique Entity ID (SAM) account is active.
- Secure or work on securing insurance compliance requirements.

□ **Required application attachments:**

- Proposed Project Budget and Budget Justification (Use [The Center's Proposed Budget Template](#))
- Applicant organization's W-9
- Copy of DHCS license (only applicable for treatment providers)
- Signed MOU of fiscal sponsor, coalitions or collaborations, or regranting partners,. Fiscal sponsors and lead applicants for coalitions, collaboratives, or regranting strategies must submit signed MOUs which outline the roles and responsibilities between the lead applicant and community partners. Applicants that request more than \$75,000, and up to \$200,000, require a regranting strategy and must submit signed MOUs that outline the roles and responsibilities between the lead applicant and identified regranting partners.

Incomplete applications will not be reviewed. Applications received after the May 29, 2024; 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](mailto:covidmitigation@shfcenter.org) with the subject line: **CMP Application Help**. Any inquiries on the day of the deadline may not receive a response. We encourage you to e-mail us before the application deadline date.



## 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 subrecipients. 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 \$221,900.
- 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

Organizations awarded COVID-19 Mitigation Project funds must submit evidence of required insurance coverage to The Center prior to the release of the first 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.

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### Commercial General Liability

- Each Occurrence must be greater or equal to \$1,000,000
  - Coverage Trigger: Occurrence must be present
- 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 which states: The Center, Sierra Health Foundation, The State of California, its officers, agents, employees and servants.

### 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 which states: The Center, Sierra Health Foundation, The State of California, its officers, agents, employees and servants.

### 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 E & O Insurance

- Each Claim must be greater or equal to \$1,000,000
- Aggregate 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
- When applicable: 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 # 21-10394.**

- Endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.

## **APPENDIX C – AMERICANS WITH DISABILITIES ACT**

The COVID-19 Mitigation Project is funded by the COVID Mitigation Plan 2021 from the Substance Use Prevention, Treatment and Recovery Services Block Grant (SUBG) and the Community Mental Health Services Block Grant (MHBG). 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 Use Prevention and Treatment and Recovery Services Block Grant (SUBG) and the Community Mental Health Services Block Grant (MHBG). 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 Substance Use Disorder 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.

**APPLICATION FOR REFERENCE ONLY**  
**Submit Your Application Via the [ONLINE APPLICATION](#)**

**COVID-19 Mitigation Project** Be sure to read the COVID-19 Mitigation Project guidelines and instructions in the Request for Applications (RFA) carefully before beginning your application. Required fields and attachment uploads are marked with \* (red asterisk).

If you have questions, send an e-mail to [covidmitigation@shfcenter.org](mailto:covidmitigation@shfcenter.org) with the subject line: **CMP Application Online Help**.

Use **Tab** key or **mouse click** to move from field to field. Clicking **Enter** will attempt to **Submit** an incomplete application.

After submission you will receive an e-mail confirmation along with a printable PDF copy of your application.

**Applicant Information**

*This section is to be completed by the IRS qualifying organization; please use the legal name as registered with the IRS.*

**Organization Name \***  
**Street \***  
**City \***  
**State/Province \***  
**Zip/Postal Code \***  
**County \***  
**Country**  
**Phone \***  
**Website**

**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.*

Yes

**Fiscally Sponsored Organization Information**

*If you answered "Yes" to the question above, please complete the Fiscally Sponsored Organization Information section here. This is the organization that will be implementing the project, known as the Fiscally Sponsoring Organization.*

**Organization Name \***  
**Street \***  
**City \***  
**State/Province \***  
**Zip/Postal Code \***  
**County \***  
**Country**  
**Phone \***  
**Website**

**To Be Completed by the IRS Qualifying Organization**

**Tax Exempt ID # or Employer ID # \***

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

**Unique Entity Identifier (SAM) \***

*Enter the organization's Unique Entity Identifier (formerly DUN/SAM). If the organization does not have a Unique Entity Identifier, we highly recommend that the organization completes registration as soon as possible as it is a requirement before funds can be distributed.*

**Congressional District of Applicant Organization's Primary Location \***

*What is the applicant entity's congressional district?*

**Organization has a 501(c)(3) Nonprofit Status with the IRS \***

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

**Organization Status \***

*If you chose "No" or "Unsure" above, please briefly explain your organizational structure.*

**Organization's Annual Budget \* \$**

*What is the applicant organization's annual budget amount? Please enter numerical values only.*

**Annual Audit \***

*Does the applicant organization have an annual financial audit? Please answer "Yes" or "No".*

**CEO/Director Contact**

*If this application has a fiscal sponsor, this section is to be completed with information from the CEO/Director of the fiscal sponsor.*

**First Name \***

**Last Name \***

**Title \***

**Email \***

**Office Phone \***

**Extension**

**Primary Project Contact (for questions related to this proposal)**

*This section is to provide information about the Primary Contact for this application who has overall project oversight.*

**First Name \***

**Last Name \***

**Title \***

**Email \***

**Office Phone \***

**Extension**

**Project Summary Information**

**Project Name \***

*10 words or less*

**Brief Summary and Purpose of Project \***

Briefly describe the proposed services and who will be served. The description must start with "To" For example: "To enhance COVID-19 testing, education, and mitigation focused on people experiencing homelessness and mental health and substance use disorders (behavioral health), accessing services through the [Program] in [City, County or Region]. (200 word maximum)

**Project Start Date:** August 1, 2024

**Project End Date:** March 31, 2025

**Amount Requested \* \$**

You may request up to \$200,000 max. Requests over \$75,000 and up to \$200,000 are required to have a regranting strategy. Requests of \$75,000, and under, do not require a regranting strategy.

**Regranting**

Answer the following questions about your regranting strategy for this funding opportunity and to provide insight on your organization's capacity to regrant funds. Note: Applicants who request more than \$75,000, and up to \$200,000, are required to propose a regranting strategy in which the lead applicant may reserve up to \$75,000 of the award to coordinate their CMP strategies and manage the regranting partners. Requests of \$75,000 and under do not require a regranting strategy.

**Please note: This section will only pop up if your requested amount is over \$75,000.**

**Who are you planning to regrant this funding opportunity, if awarded? Provide the legal name/s of each organization. \***

**Does your organization have experience with regranting to other organizations? \***

- Yes
- No

**Please note: The following questions will only pop up if you answered yes to the above question.**

**What is the total amount that your organization has regranting? \***

\$

**How many organizations have you regranting to previously? \***

**What criteria do you use/have you used to regrant to organizations in the past? \***

**Project Geography \***

Please indicate the percentage of funding to be allotted per county. The total must equal 100% and boxes cannot be empty; do not remove the 0.

Alameda	Glenn	Marin	Placer	San Mateo	Sutter
Alpine	Humboldt	Mariposa	Plumas	Santa Barbara	Tehama
Amador	Imperial	Mendocino	Riverside	Santa Clara	Trinity
Butte	Inyo	Merced	Sacramento	Santa Cruz	Tulare
Calaveras	Kern	Modoc	San Benito	Shasta	Tuolumne
Colusa	Kings	Mono	San Bernardino	Sierra	Ventura
Contra Costa	Lake	Monterey	San Diego	Siskiyou	Yolo

Del Norte	Lassen	Napa	San Francisco	Solano	Yuba
El Dorado	Los Angeles	Nevada	San Joaquin	Sonoma	
Fresno	Madera	Orange	San Luis Obispo	Stanislaus	

**Total Geography Percentage: %**

*Total must equal 100%. Please adjust accordingly.*

**Race and Ethnicity \***

*Provide your best estimate of the percentage of the total people of each population who will be affected. The total must add up to 100%; please adjust accordingly.*

- African American/Black: \_\_\_ %
- American Indian/Alaska Native: \_\_\_ %
- Asian American: \_\_\_ %
- Indigenous (eg. Mixteco, Purepecha, etc.): \_\_\_ %
- Latino/Hispanic: \_\_\_ %
- Middle Eastern or North African: \_\_\_ %
- Mixed Race: \_\_\_ %
- Pacific Islander: \_\_\_ %
- White: \_\_\_ %
- Other: \_\_\_ %
- Other (please specify)

**Total Percentage of Race and Ethnicity: %**

*Total must equal 100%. Please adjust accordingly.*

**Focus Populations - Age Group \***

*Provide your best estimate of the percentage of the total people of each population who will be affected. The total must add up to 100%; adjust accordingly.*

- 5 – 9: \_\_\_ %
- 10 – 14: \_\_\_ %
- 15 – 19: \_\_\_ %
- 20 – 24: \_\_\_ %
- 25 – 54: \_\_\_ %
- 55+: \_\_\_ %

**Total Percentage of Age: %**

*Total must equal 100%. Please adjust accordingly.*

**Project Strategies \***

*Activities implemented through this funding opportunity must be related to one or more of the three strategies. Please indicate which strategy(ies) your organization will implement for this project.*

- COVID-19 testing education
- Rapid on-site COVID-19 testing
- COVID-19 mitigation efforts



## **Application Confirmation**

### **Pre-Award Risk Assessment Confirmation \***

Complete the Pre-Award Risk Assessment using this [Moss Adams 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 select the option that is most applicable to you.

Yes: by selecting this option, I am confirming that I have submitted the required Pre-Award Risk Assessment.

No: by selecting this option, I am confirming that I have not submitted the Pre-Award Risk Assessment but will do so accordingly.

### **Unique Entity Identifier (SAM) Confirmation \***

If you do not yet have a Unique Entity Identifier (SAM), you can begin the process of securing it [here](#). A Unique Entity Identifier (SAM) is required before contract execution and payment. This is a free registration process; however, it does take time. The Center strongly suggests organizations register for the Unique Entity Identifier (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 the Unique Entity ID (SAM) is verified and the organization is not on an exclusion list for federal funding.

Please select the option that is most applicable to you.

Yes: by selecting this option, I am confirming that my organization has a Unique Entity Identifier (SAM), and it was provided at the beginning of this application.

No: by selecting this option, I am confirming that my organization does not yet have a Unique Entity Identifier (SAM) number but is working on actively securing this information.

## **Project 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 word 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. (200 word maximum)

### **Demonstration of Capacity**

Describe the capacity and ability of your organization to implement COVID-19 testing education, testing services and/or mitigation strategies. (200 word maximum) \*

### **Regranting**

If you plan to re-grant this funding, please describe the process you will use to regrant funds. Describe

why you selected these partners to support your COVID-19 Mitigation Project efforts and their role in the project. Are these new or existing partners? Note: Requests over \$75,000 and up to \$200,000 must include a regranting strategy. The lead applicant may reserve up to \$75,000 of the award to coordinate their CMP strategies and manage the regranting partners. If you request \$75,000, or less, you are not required to regrant, please put NA. (200 word 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.) (250 word maximum) \*

### **Track Record with Proposed Focus Population**

Describe your organization's experience providing culturally and linguistically appropriate services. Share your organization's experience in utilizing a trauma-informed care approach to delivering behavioral health services. Briefly describe 1-3 examples of your work with this community (or communities). (250 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. Identify the COVID-19 mitigation strategies you will employ and list the specific activities, outreach and resources needed to carry out your proposed project, and the timeline. (350 word maximum) \*

### **Expected Outputs and Outcomes**

List 3-7 expected direct outputs and outcomes of the proposed activities. Outputs are tangible products or services created from the project's activities. Outcomes are measurable change/results or benefits for individuals, families, or communities. (250 word maximum) \*

### **Monitoring and Evaluation**

Describe your project team's capacity to document, monitor, or evaluate project activities, outputs, and outcomes, including the information covered in the required progress reports. (300 word 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. (250 word 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 word maximum)

### **Required Attachments**

### **Proposed Project Budget and Budget Justification**

Download The Center's budget template [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 only. \*

**Applicant Organization's W-9**

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

**DHCS License and/or Certification**

Applicable only for organizations that are providing treatment services.

**Signed Memorandum of Understanding of Fiscal Sponsorships, Coalitions, Collaborations, and/or Regranting Partners**

Fiscal sponsors, coalitions or collaboratives must submit signed MOUs between the lead applicant and the designated community partners. Applicants that request more than \$75,000, and up to \$200,000 must include a regranting strategy and submit signed MOUs between the lead applicant and the regranting partners.

MOUs should speak to the partnerships between the lead applicant and community partners, outline each organizations' role and activities in implementing the proposed services, specify the community partners' scope of work and outputs, and identify the partner's funding amount if awarded. Applications in which MOUs are required, but are not submitted, may not be considered for funding.