



# Behavioral Health (BH)

# Mentored Internship Program (MIP)



## Request for Applications Announced

**February 1, 2023**

**Application Due Date:**

**March 15, 2023**

**5:00 p.m. PT**

*Advocates for Human Potential, Inc. (AHP),*

*funded by the California Department of Health Care Services (DHCS)*

*Community Services Division*



# Contents

- Introduction..... 4**
  - Funding Opportunity at a Glance..... 4*
  - Background ..... 7*
    - About the BHWD Initiative..... 7
  - MIP Parameters..... 8*
    - Purpose ..... 8
    - Activities..... 8
    - Contract Period ..... 10
  - Eligibility Criteria ..... 10*
  - Funding Information and Requirements ..... 11*
    - Project Budget ..... 11
    - Base Funding Structure ..... 12
    - Intern Funding Structure..... 13
    - Grantee Billing and Payment ..... 15
    - Allowable Costs..... 15
    - Funding Restrictions ..... 16
  - Grant Requirements and Mandatory Participation..... 17*
    - MIP Implementation Plan ..... 17
    - Training and Technical Assistance (TTA) ..... 18
    - Compliance with Confidentiality Regulations ..... 18
    - Data and Reporting Requirements ..... 19
  - Application Instructions..... 20*
    - Preparing to Apply ..... 20
  - Application Scoring..... 23*
    - Application Priority Scoring ..... 23



## Mentored Internship Program (MIP)

<i>SCORING CRITERIA</i> .....	25
<i>Application Worksheet</i> .....	28



# Behavioral Health Workforce Development (BHWD)

## Mentored Internship Program (MIP) Request for Applications (RFA)

### Introduction

This funding is part of the BHWD efforts of the California Department of Health Care Services (DHCS). This RFA contains information about the MIP, including background; legal, fiscal, and program requirements for applicants; eligibility criteria; and application instructions. Advocates for Human Potential, Inc. (AHP) has been contracted to serve as the administrative entity and will implement the BHWD efforts, including organizing and distributing the funding in addition to the training and technical assistance (TTA) for the work under the MIP.

### Funding Opportunity at a Glance

**Who:** Nonprofit 501(c)(3) behavioral health (BH) provider organizations, tribal organizations, and county-operated providers that are authorized to do business in California and that provide BH services (substance use disorder [SUD] treatment, mental health [MH] or co-occurring disorder programming), serving adolescent and/or adult populations, including families, prioritizing organizations working in underserved and diverse communities. Priority will be given to those organizations proposing to expand the workforce with staff that will be trained to specifically work with individuals who have or are at risk of developing opioid use disorder (OUD). This RFA will refer to eligible entities as “BH organizations.”

**Please note:** All applicants must be able to process a contract for final execution/approval within 6 weeks of notification of grant award as a condition of receiving funding. Further note: newly awarded organizations will be eligible to submit an invoice for 50 percent of their first quarterly payment upon contract execution. Additionally, newly awarded organizations must be able to prepare a project Implementation Plan within 1 month of award notification.

**What:** Develop and implement an in-house mentored internship program to assist in the treatment and recovery of patients with SUD, MH, or co-occurring disorders. Organizations may hire additional staff or use existing BH employees to serve as mentors to interns in various positions, such as (but not limited to) peer recovery specialists, outreach workers, case managers, and SUD and MH counselors. Students in fields including, but not limited to, social work, public health, and psychology are encouraged to serve as interns. This includes students pursuing associate degrees at community colleges, undergraduate and graduate students, and



high school or alternative high school students<sup>1</sup> or recent graduates.

Each participating organization should have the goal of providing a mentored internship experience for a minimum of two interns, for a minimum of 10 hours per week per intern per quarter, for a minimum of 10 weeks per quarter.

By mentoring at least two interns, an organization can help maximize its investment in the program and provide an optimal learning experience for their interns to work with each other (including across intern types). The number of interns for which an organization may request funding depends on the following considerations:

- The organization's capacity to incorporate interns into their workflow.
- The organization's experience with interns or other external supervisory placements.
- The capacity of the mentoring organization to provide at least one identified mentor for every two interns. This ratio is intended to ensure adequate orientation, implementation of intern learning modules, establishment of a mentor-intern working relationship, hands-on work opportunities, and ongoing mentorship throughout the internship period. The mentor's role is distinct from the standard role of intern supervision and is a unique feature of the MIP. It is critical that clear boundaries are maintained regarding interns' roles to ensure that they are appropriately deployed within the scope of their experience levels to augment, but not replace, permanent staff roles.\*

Organizations with more than one physical location must submit a separate application for each site and must maintain the ratio of one mentor for every two interns. However, organizations may employ one MIP Coordinator<sup>2</sup> for multiple sites to standardize programming across sites and facilitate cross-site training.

**\*Please note:** AHP will provide clear guidance regarding appropriate roles for interns to ensure that interns are utilized to the mutual benefit of the interns and the BH organizations. Additional TTA will be provided to each grantee site to help develop their mentored internship experience and provide expanded training opportunities for mentors and interns alike. Interns will engage with other interns from agencies throughout California in learning collaboratives, instructional webinars, and coaching calls. Mentors will also participate in learning

---

<sup>1</sup> Age 18 and older.

<sup>2</sup> The MIP Coordinator role is described in more detail in the "MIP Parameters" section of this RFA.



collaboratives that are focused on gaining skills in diversity, equity, and inclusion practices, in addition to evidence-based practices (EBPs) related to the recruitment and retention of BH staff and other BH EBP implementation. Optional “Open Office Hours” are also routinely available for interns and mentors to build the capacity of their organizations to support the intern-mentor model.

**Where:** Throughout California, with the goal of building the BH workforce in nonprofit organizations, tribal organizations, and county-operated BH service settings. A top priority of MIP is to ensure well-prepared BH organizations are providing high-quality BH services for diverse communities in underserved and high-need areas, with services competently delivered by providers who reflect the diversity of the communities they serve.

**When:** The **application due date for this RFA is March 15, 2023, at 5:00 p.m. Pacific Time (PT)**, with a period of performance from May 1, 2023, through December 31, 2024 (20 months).

**Why:** California’s BH workforce is experiencing severe challenges in meeting the growing needs of our diverse state. Treatment and support services for MH and SUDs have often been stigmatized and are not readily available or accessible to the people who need them.

Due to the growing number of people needing BH services during the pandemic, BH staff themselves have become depleted, with many leaving the field as work demands have increased. Qualified personnel in related fields may avoid working in BH due to stigma and stressful working conditions related to the epidemic of overdose deaths and other BH problems that many have experienced during the pandemic.

The five goals of the MIP are these:

1. To train BH providers and professionals specifically serving individuals with or at risk of developing OUD.
2. To enhance BH providers’ abilities to effectively prevent, treat, and help individuals recover from OUD.
3. To increase the diversity of the BH workforce to better reflect the patients in need of service by providing opportunities for BH professionals with lived experience.
4. To help BH agencies implement internships in conjunction with their local educational institutions beyond 2024 when grant funding ends.
5. To enhance BH providers’ abilities to make job offers to better-prepared candidates who have completed the MIP.



**How:** All eligible nonprofit, tribal, or county-operated BH organizations (MH and/or substance use treatment programs) must [submit their complete applications online via SurveyMonkey Apply](#) no later than 5:00 p.m. PT on March 15, 2023.

Successful applicant agencies must collaborate or partner with at least one local educational institution—such as a high school, alternative high school, technical college, community college, or undergraduate and graduate college and university—to identify interested student applicants to serve as interns. Educational partners must receive compensation for their engagement with the MIP to support the development of BH champions at the educational institutions beyond this grant.

Successful applicants will include adequate funding for their collaborative partner educational institutions in order to support the outreach, application process, and ongoing connection with student intern candidates. An overarching goal of the BH organization and educational institutions' collaboration is to develop ongoing connections for interested students to develop their talent related to careers in BH in their local communities—and statewide.

## Background

### About the BHWD Initiative

DHCS is committed to the statewide expansion of the BH workforce to improve access, engagement, and productive participation in BH services throughout California. DHCS is simultaneously committed to supporting the diversification of California's BH workforce with regard to geographic distribution, race, ethnicity, language, culture, sexual orientation, gender identification, and other provider characteristics, to support the goal of equity in BH services throughout the state.

The *Peer Workforce Investment (PWI)* and *Expanding Peer Organization Capacity (EPOC)* projects are two other components of the BHWD effort that were originally funded in August and September 2021, respectively, focused on increasing the capacity of peer-run programs to support persons in the process of recovery from MH issues, SUD, or both. The PWI and EPOC projects are also geared toward preparing peers for Peer Specialist Certification and delivery of peer Medi-Cal reimbursable services in 2023. The DHCS website shows the [Peer Support Services timeline](#) in detail.

This is the second round of MIP funding, with the first round having been released in April 2022. This second round of MIP funding focuses on expanding the prevention, treatment, and recovery workforce for individuals with or at risk of developing OUD.



### MIP Parameters

The MIP grant provides an opportunity for nonprofit, tribal, and county-operated organizations that provide community BH services to collaborate with local community educational institutions to enhance and build their organization's BH workforce, specifically in the area of OUD prevention, treatment, and recovery. Over a 20-month time frame, staff and interns, with a supportive mentored internship structure and full funding, will become increasingly familiar with recognition of OUD, need for referrals, and competencies in addressing these challenges.

### Purpose

The purpose of the MIP is to provide the following:

- Opportunities for students 18 and older, and at multiple stages of their education, to develop competencies in OUD prevention, treatment, and recovery, for communities as well as individuals.
- Practical on-the-job experience as mentored interns in nonprofit and tribal organizations and county-operated provider settings providing BH services.
- Support for the next generation of BH professionals to gain skills, knowledge, and abilities in OUD prevention, treatment, and recovery in communities and individuals.
- An increased workforce of diverse and talented interns who are potentially interested in being hired as members of the BH workforce upon graduation and/or following their internship with BH provider organizations.

An overarching program goal is to enhance the professional development of a diverse cohort of students through thoughtful MI settings to help meet California's urgent need to grow the BH workforce in the near term. This will be accomplished through the ongoing partnerships that are fostered through the connections required for the establishment and success of this program.

### Activities

#### What activities does MIP funding support?

Grant funds may be used to pay for MIP Coordinator, mentor, and intern salaries, subcontracts, and direct expenses required for developing a mentored internship program for the BH organization and the costs at the partnering educational institution related to the development of intern recruitment, application, ongoing involvement of educational partner staff with the MIP, and support process. Some limitations and restrictions exist on allowable expenses, as





identified in the “Funding Restrictions” section.

Examples of mentored internship activities that organizations and interns can undertake as a part of the MIP include, but are not limited to, the following:

- **MIP Coordinator:** This position may assist in matching interns to mentors, handling any conduct issues, working with schools to advertise for applicants, and ensuring that interns receive their needed supervision. This position may not necessarily be site-specific if used by a larger organization that is requesting funding across multiple sites and submitting multiple applications.<sup>3</sup>
- **Intern Training:** The grantee may provide structured training regarding organization operations and basic BH concepts, including education on equity and access issues and social drivers of health as they pertain to BH. While TTA will also be provided by AHP, and/or other agencies as appropriate, grantee organizations are expected to develop internal capacity to complement these efforts.
- **Mentor Skill Development:** Funding may be used to allow grantee staff adequate time to serve in the mentor role. Developing staff who can serve as mentors at the BH organization supports staff development and retention. Learning how to effectively provide professional shadowing and strengths-based guidance while assessing individual intern’s capacity and enabling support for them to engage in hands-on service tasks that are appropriate to the intern’s skill level and experience.
- **Leadership Development:** The grantee may support interns to co-lead activities, such as those in community coalition-building settings, outreach to high schools, engagement with their educational institutions’ in-house counseling programs, and outreach in community work settings to explore needs, resources, gaps, etc. and to devise and help implement BH educational programming.
- **Outreach:** Funding may be used to collaborate and improve the accessibility of BH services:
  - Develop and implement a community outreach plan with interns.
  - Identify and develop new referral and service pathways or networks with other treatment providers and other providers/stakeholders (e.g., homeless shelters,

---

<sup>3</sup> Recommendation: MIP Coordinator should be approximately 20 percent full-time equivalent (FTE), depending on size of the MIP project.



hospitals, jails, emergency departments, law enforcement, treatment courts) using intern support.

- Expand targeted outreach among specific underserved populations, using interns' special skill sets and access.
- Improve BH organization accessibility by expanding capacity to provide services in different languages, with the help of interns of similar cultural, ethnic, gender, demographic, and racial identities as the community to be served, and by extending hours and places of service to meet the needs of the community to be served.

### Contract Period

#### What is the contract period?

The contract period is 20 months, beginning May 1, 2023, and ending December 31, 2024. **All funds must be expended by December 31, 2024.** It is important that applicants develop realistic projects that can achieve their objectives in a timely manner and expend their full budgets within the 20-month grant period.

### Eligibility Criteria

To be eligible for funding, an applicant BH organization must meet all the criteria below:

- Be physically located in and able to provide evidence of delivering BH services in the state of California.
- Be a current nonprofit 501(c)(3) organization, tribal organization, or county-operated provider authorized to operate in California.
- Have a letter of support from at least one local educational institution that certifies the educational institution's willingness to collaborate or act in partnership with the BH organization to identify appropriate student candidates for internships for the minimum duration of the 20-month grant period and to participate in required MIP activities as specified in the application.

#### What is "behavioral health," and what are "behavioral health services"?

For purposes of this RFA and based on Centers for Medicare & Medicaid Services (CMS) definitions, "behavioral health" refers to a person's emotional, psychological, social, and spiritual well-being. BH services specifically include treatment for MH, SUD, or co-occurring disorders.



There are two overall types of BH disorders:

- *Mental health disorders*—Changes in a person’s thinking, moods, and behaviors. This includes severe mental illness.
- *Substance use disorders*—The use of alcohol and/or drugs (such as heroin or other illicit drugs, and misuse of legal substances, including prescription drugs and cannabis) in a way that causes health and/or mental health problems and interferes with a person’s ability to fulfill responsibilities at home, school, or work. OUD is a substance use disorder.

### What is required of applicants who are selected for funding?

Selected applicants are required to adhere to the legal, fiscal, reporting, and programmatic requirements as described in the “Funding Information and Requirements” section below.

## Funding Information and Requirements

### Project Budget

All eligible BH organizations may apply for up to \$500,000 *total* for the establishment of the MIP, inclusive of all program costs.

Funding requests are based on two separate calculations:

1. Base MIP development and operational funding
2. Intern stipend funding

**Base funding** should include all programmatic costs, *excluding* intern stipends. Base funding costs should include the following:

- Percentages of the mentor salaries that are attributed to the oversight of the interns, including any mentor coordinator position.
- Subcontract costs associated with establishing a relationship with and funding one or more partnering educational institutions for their role(s) in the MIP. Note: compensation must be budgeted for the partnering educational institution because they are required to participate during the MIP grant period beyond the provision of interns.
- Technology costs for necessary equipment, such as intern laptops.
- Other facility or subcontract costs and training associated with establishing the MIP.



**Intern stipend funding** should be calculated based on the number of interns, the hours they are expected to work, and the time frames/duration in which they will be participating in the MIP.

Applicants are required to adhere to the budget guidelines included in this RFA and must submit a proposed budget using the budget tab in the online application. Applicants should use the BHWD budget template included in the Application Worksheet, Section VI, page 38. Applications that do not conform to this template or that exceed the maximum \$500,000 grant award will **not** be considered. All items budgeted must be inclusive of all costs, including taxes and fees in U.S. dollars. The budget and budget narrative explanation will assist the application review team in establishing cost reasonableness for the specified deliverables in the final fixed price amount awarded to the site. Agreements are subject to the approval of AHP as authorized by DHCS.

### Base Funding Structure

All eligible nonprofit and tribal BH organizations and county-operated BH providers should identify their base funding costs. This amount does *not* include funding for intern stipends, which must be identified separately. The following costs should be identified as a part of an organization's base funding:

1. Identification of one organization mentor for every two interns. Mentors are expected to dedicate adequate time to the interns' professional development. Therefore, the percentage of mentor time that is expected to be dedicated to this program should be identified as a component of the budget. Note: Mentors are distinct from intern supervisors for purposes of the MIP.<sup>4</sup>
2. Development of a collaborative partnership and provision of funding to at least one local educational institution (i.e., high school, alternative high school, technical colleges, community college, undergraduate and graduate college or university) for outreach, identification of, and support to qualified intern applicants for the MIP.
3. Establishment of an internship application and review process for students and recent graduates, including high school students (minimum 18 years old), current community college students, both bachelors- and masters-level students, and 2023 and 2024 graduates in fields relevant to BH, including, but not limited to, social work, public health, and psychology. Students of all backgrounds should be encouraged to apply,

---

<sup>4</sup> A mentor should not be a direct supervisor of the intern(s) or someone in a position related to the intern's pay, promotions, or performance evaluation. Mentors provide connection, information, guidance, and emotional support.



with a priority given to people from diverse and/or underserved communities who are underrepresented in California’s BH workforce, as well as recent high school and alternative high school students and recent graduates, to enable their exposure to and generate their interest in the BH field, especially in the areas of SUD prevention, treatment, and recovery services and supports.

Development of a plan for summer and academic year internships, including four distinct 10-to-14-week internships or a combination of internship periods for extended internship experiences, including the programming described below.

### Intern Funding Structure

#### Internship Periods

The minimum commitment is for two interns with a minimum time commitment of 10 hours per week (25 percent full-time equivalent [FTE]) per intern, along with one mentor required for every two interns. Ten (10) weeks is the minimum commitment (approximately one quarter) and 52 weeks is the maximum commitment (approximately four quarters) for an intern.

The table on the following page provides general guidance that may be used for calculating stipend amounts for different types of interns for varying internship periods. These are suggested amounts, not requirements.

Every applicant organization **must** request stipend funding for *at least two interns* for at least 18 months (July 2023 through December 2024) of the 20-month funding period (May 2023 through December 2024). Applicant BH organizations are encouraged to be realistic regarding their capacity to recruit, support, and mentor student interns, as well as incorporating them into their workflow and service programming.

BH organizations are encouraged to employ interns for more than the required minimum of 10 hours/week during summer and academic year periods and/or to hire more than two student interns when possible. BH organizations may need to partner with more than one type of educational institution to employ more than one type of intern. For example, to employ undergraduate or graduate student interns in social work, as well as high school students, recent graduates, or community college students, BH agencies would need to establish collaborative partnerships with a college or university as well as a local high school or community college.



**Internship Cost Guideline Estimates**

<b>Variable 10-to-12-week SUMMER programs</b>	<b>10 hr./wk. TOTAL multi-week cost</b>	<b>20 hr./wk. TOTAL multi-week cost</b>	<b>40 hr./wk. TOTAL multi-week cost</b>
Pre-bachelors student interns (high school students/graduates and community college students): \$16/hr.	\$160/wk. \$1,600-\$1,920	\$320/wk. \$3,200-\$3,840	\$640/wk. \$6,400-\$7,680
Undergraduate/bachelors students: \$20/hr.	\$200/wk. \$2,000-\$2,400	\$400/wk. \$4,000 - \$4,800	\$800/wk. \$8,000-\$9,600
Graduate students: \$23/hr.	\$230/wk. \$2,300-\$2,760	\$460/wk. \$4,600 -\$5,520	\$920/wk. \$9,200-\$11,040
<b>Variable 12-to-14-week SPRING or FALL academic year programs</b>			
Pre-bachelors student interns (high school students/graduates and community college students): \$16/hr.	\$1,920-\$2,240/fall or spring	\$3,840-\$4,480	\$7,680-\$8,960
Undergraduate/bachelors students: \$20/hr.	\$2,400-\$2,800/fall or spring	\$4,800-\$5,600	\$9,600-\$11,200
Graduate students: \$23/hr.	\$2,760-\$3,220/fall or spring	\$5,520-\$6,440	\$11,040-\$12,880

*Interns are assumed to be contract employees who do not qualify for benefits, though this may vary by organization.*



**Minimum stipend budget** is for two pre-bachelor interns for 10 hr./week for 10-week summer programs plus fall and spring intern programs.

### Grantee Billing and Payment

Contingent on funds being made available to AHP by DHCS, grantees will be awarded a hybrid deliverable-based contract for MIP base funding, plus cost reimbursement for intern stipend payments and equipment/durable goods purchases. Grantee invoicing and payments will be based on contract-specified deliverables (not itemized invoices) for the MIP base funding upon demonstrating completion of grantee quarterly deliverable tasks at the end of each quarter. In distinction from the base funding for the MIP overall project, itemized invoices showing payments to interns based on their timesheets must be submitted to AHP by grantees to receive intern payment reimbursements. Invoice payments will be made to grantees at the end of each quarter after AHP receives and approves the invoices. Payment for allowed durable goods, such as IT equipment, will be made upon AHP's receipt of evidence of purchase (paid receipts) at the end of the quarter in which the purchase was made.

For deliverable-based contracts, grantees must demonstrate progress on agreed-upon tasks in their scope of work (SOW) and their data reporting of process measures (e.g., number of interns mentored, outreach conducted) on a quarterly basis to have their quarterly invoices approved for payment. No itemized invoices are required for base funding payments. However, programs must maintain auditable financial records demonstrating that grant funds were appropriately used *only* on funded grant work. Intern stipend payments will be made upon receipt of evidence of intern hours worked on a quarterly basis at an agreed rate of intern pay.

Grantees will be eligible to submit their first invoice for half (50 percent) of their first quarter funding amount upon execution of their subcontract with AHP, to facilitate their receipt of funds as quickly as possible to start the work of the MIP.

### Allowable Costs

Funding may be used to pay staff and interns working directly on the project. Below are examples of the staff and intern activities this RFA will fund:

- Costs for planning and implementing the MIP to maximize interns' professional development and engagement within the field of BH to build the future BH workforce.
- Establishment of equitable personnel management practices for successful operation of diversely staffed and sustainable nonprofit organizations providing BH services.



- Development of in-house training regarding BH delivery systems, including electronic note-taking, referral systems, and record-keeping, following best practices and community standards of care. This may include purchasing software and hardware (laptops, desktops, tablets, etc.) to enable or improve the support of personnel and record management services, as well as orienting staff and interns on deployment of best practices.
- Recruitment, training, and mentoring of student interns, especially those who are bilingual, have cultural competence in racially and ethnically diverse communities and/or with individuals with diverse gender identities, and lived experience with BH disorders.
- Staff training and workforce development in areas related to BH evidence-based and best practices. Incorporation of BH personnel, including peer providers, within other service components of your organization.
- IT and telehealth infrastructure and equipment, including cell phones, hotspots, provider kiosks, internet subscriptions, etc., for providers. (Client hardware may not be funded.)

### Funding Restrictions

Substance Abuse and Mental Health Services Administration (SAMHSA)/U.S. Department of Health and Human Services (HHS) funds were granted to DHCS to support this RFA, and all funding restrictions are applicable to this funding opportunity and all grant contracts. Questions about allowable costs should be addressed to AHP, and answers will be determined by DHCS.

Funded programs must adhere to [42 USC CHAPTER 6A, SUBCHAPTER XVII, Part B: Block Grants Regarding Mental Health and Substance Abuse](#) and [45 CFR Part 96](#).

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 subgrantees. In Subpart E, cost principles are described and allowable and unallowable expenditures for HHS recipients are delineated. Unless superseded by program statute or regulation, follow the cost principles in 45 CFR Part 75 and the standard funding restrictions outlined in this RFA as follows.

MIP funds must be used for purposes supported by the program and may not be used to exceed the salary limitation. The Consolidated Appropriations Act, 2014 (Pub. L.113-76), 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](#). 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 of the Applicant. This salary limitation also applies to subcontracts/subgrants under a SAMHSA grant or cooperative agreement.

Funds shall not be used for services that can be supported through other accessible sources of funding, such as other federal discretionary and formula grant funds, (e.g., HHS, Centers for Disease Control and Prevention, CMS, Health Resources and Services Administration, SAMHSA), U.S. Department of Justice (Office of Justice Programs/Bureau of Justice Assistance) and non-federal funds, third-party insurance, and sliding scale self-pay, among others.

DHCS will *not* fund the following:

- Debt retirement.
- Operational deficits.
- Partisan activities.
- Religious organizations for explicit religious activities.
- Activities that exclusively benefit the members of sectarian or religious organizations.
- Purchase or lease of vehicles.
- Purchase or improvement of land.
- Purchase, construction, or permanent or minor remodeling of any building or other facility or purchase of major medical equipment.

Only organizations using the de minimis rate of 10 percent of modified total direct costs, as defined in 45 CFR Part 75, will be selected for this funding opportunity. This means that indirect costs may not exceed 10 percent of direct costs. Travel costs must fall within the [California travel guidelines](#).

## Grant Requirements and Mandatory Participation

### MIP Implementation Plan

An initial activity of selected grantees will be to fully develop their MIP Implementation Plan in tandem with their educational institution partners to identify specific objectives, action steps,



timelines, assigned personnel, planned outcomes, and internal performance measures. AHP will be available to provide TTA to grantees for the development of their Implementation Plan within one month of the Notice of Award.

### **Training and Technical Assistance (TTA)**

In addition to funding, the MIP grant provides TTA with an emphasis on addressing OUD and educating staff on the use of medications for OUD, recovery in families and communities, and EBPs in prevention and harm reduction. Grantee organizations will have opportunities to engage with practices that will improve equity in access to OUD services and culturally appropriate treatment. Both mentors and interns of grantee organizations will participate in coaching and training opportunities to help successfully implement their MIP, with a goal of promoting sustainability after the conclusion of the grant period. The TTA opportunities will be specified by AHP throughout the grant period with DHCS authorization and at a minimum will include the following:

#### **Learning Collaborative Meetings**

Grantees will participate in online regional and statewide Learning Collaborative (LC) sessions. LCs are expected to occur quarterly and will be specified after grantee awards are issued.

All organization mentors and at least one representative from each partnering educational institution **must** attend each LC.

#### **Webinars and Coaching Calls**

In addition to the LC meetings, grantee organizations will participate in individual and/or regional coaching calls and webinars no more than once per month. AHP may also schedule in-person site visits.

#### **Affinity Groups**

Grantees will be offered the opportunity to interact virtually in facilitated small groups with other BH organization grantees focusing on similar issues. These groups are optional and will be venues for shared problem-solving, collaborative regional work, and innovation to enhance grantees' exposure and engagement in building out California's BH workforce.

#### **Compliance with Confidentiality Regulations**

Selected applicants shall comply with the regulations set forth in 42 CFR Part 2 to ensure maintenance of the appropriate data protocols as part of infrastructure development and staff training, including the responsibility for ensuring the security and confidentiality of all



electronically transmitted patient material. Applicants should review the [42 CFR Part 2 privacy rules and the SAMHSA confidentiality rules](#). Programs selected for funding must commit to operating in compliance with the regulations.

### Data and Reporting Requirements

Grantees shall comply with any federal or state data reporting requirements. Grantees must submit quarterly progress reports documenting progress in completing the activities in their SOW, including accomplishments, barriers encountered, and next steps to further achievement. As needed, AHP/DHCS will request additional data reports with regard to grantees' staff and community demographics and outreach to underserved communities.

Potential performance measures may include, but are not limited to, the following:

- Development of Workforce and Enhanced Quality of BH Programming
  - Percent of Implementation Plan objectives completed in this domain.
  - Percent of interns, mentors, and educational partner staff that have attended training and/or achieved new certification requirements.
  - Percent of grantee BH staff delivering Medi-Cal billable services.
  - Staff demographic data and expanded diversity in staffing throughout grant period.
  - Percent of interns successfully completing internship requirements each quarter.
  - Percent of patients/clients rating BH services as improving, excellent, or good.
- Creation of Supportive BH Services in Organizations' Facilities
  - Percent of Implementation Plan objectives completed in this domain.
  - Percent of participants rating facility as improved, excellent, or good.
- Systems Management and Operations
  - Sustainability plan developed and implemented.
  - Percent of Implementation Plan objectives completed in this domain.



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

Progress reports will follow the timeline below:

**Progress Report Timeline**

<b>Quarter</b>	<b>Reporting Period</b>	<b>Report Due</b>
1	5/1/2023 – 6/30/2023	7/15/2023
2	7/1/2023 – 9/30/2023	10/15/2023
3	10/1/2023 – 12/31/2023	1/15/2024
4	1/1/2024 – 3/31/2024	4/15/2024
5	4/1/2024 - 6/30/2024	7/15/2024
6	7/1/2024 – 9/30/2024	10/15/2024
7	10/2/2024 – 12/31/2024	1/15/2025

**Application Instructions**

**Preparing to Apply**

Below are suggested steps to help you determine whether to apply and how to prepare your application.

1. Print the RFA and Application Worksheet.
2. Consider these questions:
  - a. Does our organization meet all the eligibility criteria?
  - b. Is our organization able to effectively use these funds and technical assistance opportunities?
3. If the answers are “Yes,” identify who is going to work on the application and develop a timeline for how to respond to the RFA and submit on time. **DO NOT WAIT UNTIL THE LAST MINUTE!**



4. Attend the informational webinar (registration information will be made available by AHP) or view/listen to the recording.
5. Identify any questions that you have and submit the questions to [CA\\_BHWD@ahpnet.com](mailto:CA_BHWD@ahpnet.com) no later than **February 13, 2023**.
6. Be sure your application and budget plans fit within the scope and funding restrictions described in this RFA.
7. Use the worksheet to prepare your answers. (Start early!)
8. Copy and paste your worksheet answers (within the character limit) into the online application. The application will autosave your work. Do NOT press “submit” until your application is complete.
9. **Submit the online application no later than 5:00 p.m. Pacific Time (PT) on March 15, 2023.** Please allow time for unexpected technical difficulties. Do *not* wait until the last minute; late applications cannot be accepted.
10. **If you have questions about your application**, contact [CA\\_BHWD@ahpnet.com](mailto:CA_BHWD@ahpnet.com). If you have technical difficulties, Online Application.

The entire MIP application is contained in an online fillable form hosted by SurveyMonkey Apply. Instructions to complete the fillable form are included in the online application. The [online application](#) must be completed in full and submitted by **5:00 p.m. PT on March 15, 2023**.

**Letters of support from educational institutions will be processed via the SurveyMonkey Apply grant application process and MUST be included as specified in the grant tabs.**

**It is the applicant’s sole responsibility to ensure that their application has been successfully submitted and received.** You will be able to work on your online application, save your work, and return to it at your convenience. **However, once submitted, no further changes can be made.** Upon submission, you will receive an email confirming your application’s receipt.

### **Application Components**

The online application includes six components, five of which are scored (II-VI) for a total of 100 possible points. Item I is not scored but must be completed accurately and truthfully in order to submit your application. Your responses to these application components will be used in the application scoring and selection process. The scoring criteria is described further in this RFA in the “Scoring Criteria” section.



**Note: Selected grantees and their educational institution partners will have up to one month from the time of grant award notification (expected end of April) to finalize their Implementation Plan for submission and approval (end of May). To maximize the efficacy of grant funding and promote timely internship start dates, applicants are encouraged to initiate educational institution partnership planning during the application process beyond the minimum application requirement of securing a letter of support indicating intent to participate in the MIP.**

- I. Application Form, Attachment A below (no points): Please identify how many interns you will be requesting, their intended hours, and for which grant quarters organization intends the interns to participate.
- II. Who is the applicant organization, and who are your educational institution partners? (20 points): Please address how the applicant organization will establish a collaborative partnership with at least one local educational institution to actively develop a qualified and diverse intern candidate pool from which to recruit BH interns for their organization.
- III. What types/levels of mentored internships are you requesting funding for, and how will you deploy the interns within your BH program? (20 points): Please address the types/education level of interns the organization seeks to recruit and why these types of interns will best suit the needs and capacity of the applicant organization. Please identify what duties the organization plans for the interns according to each position type. This will be reviewed for appropriateness to the position type in conjunction with the number of hours identified for the intern.
- IV. Who are your proposed mentor staff, and what is your plan for ensuring adequate intern mentorship? (20 points): Please address the availability, preparedness, and types of organization staff available to serve as intern mentors and to participate in Learning Communities and regional and statewide trainings on staff recruitment and retention. Please include information on any past or current internship programs that have been managed by the organization.
- V. Which priority areas does your organization plan to address? (20 points): Please address how your project will (1) build the BH workforce with a greater focus on prevention, treatment, and recovery and treatment services to support individuals with, or at risk of, OUD; (2) serve individuals transitioning from incarceration, transition age youth (18-25 years), people with low socioeconomic status, and/or people who are bilingual (particularly Spanish/English); (3) operate in regions with high rates of overdose, SUD, suicide, and attempted suicide, and/or underserved communities; (4) address the needs of underserved populations in a culturally



specific and culturally responsive manner; (5) partner with educational institutions that will recruit students from diverse backgrounds, students of color, disadvantaged students, students with personal and/or family lived experience in recovery from mental health and/or substance use disorders, and students with bilingual capacities in [California's threshold languages](#); and/or (6) partner with local high schools and alternative high schools to engage high school students and recent graduates in the MIP.

- VI. What are your budget and planning activities, and how reasonable and realistic is your proposed budget and timeline? (20 points): Please address the timeline of the planning process that will occur from the time the applicant is notified of the award until the Implementation Plan is due for submission. The timeline must be inclusive of implementation and budgetary milestones.

**NOTE:** There are character limits for each section. It is acceptable to use bullets, lists, and incomplete sentences to simplify your application process.

### Application Scoring

Following a technical review and scoring of each application, budgets will be reviewed to ensure costs are allowable, reasonable, and linked to the described objectives. Only applicants that meet these criteria will be considered for funding. Funding awards are merit based with no guarantee that applicants will be awarded their full requested amount. As described below, priority scoring considerations may factor into applicant awards to ensure an optimal distribution of grantees statewide.

Funding decisions are at the sole discretion of AHP and subject to DHCS approval. There is no appeal process. AHP staff are not available to discuss the merits of any proposal not recommended for funding.

### Application Priority Scoring

Priority will be given to the following applicants:

- Organizations that support prevention, treatment, and recovery services for individuals with, or at risk of, OUD.
- Organizations that serve individuals transitioning from incarceration, transition age youth (18-25 years), people with low socioeconomic status, and/or people who are bilingual

### Application Resource Box

Join us for an informational webinar on **February 9, 2023, 12:00-1:00 p.m. PT**, to learn more about the **MIP RFA** and ask questions. Register now!

- For additional questions, email [CA\\_BHWD@ahpnet.com](mailto:CA_BHWD@ahpnet.com)

All questions must be received by **February 13, 2023**. Answers to all questions received by then will be sent to all who participated in the informational webinar.



(particularly Spanish/English).

- Nonprofit and tribal organizations and county-operated BH providers operating in regions with high rates of overdose, SUD, suicide, and attempted suicide, and/or underserved communities.
- Culturally specific and culturally responsive organizations that address the needs of underserved populations.
- Applicant agencies that partner with educational institutions that will recruit students from diverse backgrounds, students of color, disadvantaged students, students with personal and/or family lived experience in recovery from mental health and/or substance use disorders, and students with bilingual capacities in [California's threshold languages](#).
- Applicant agencies that partner with their local high schools and alternative high schools to engage high school students and recent graduates in the MIP.





## Mentored Internship Program (MIP)

### SCORING CRITERIA



<b>Section I: Applicant Organization Form and Attestations (0 points)</b>
This section about the applicant organization is required and <b>must</b> be complete for the application to be considered.
<b>Section II: Who Is the Applicant Organization? (20 points)</b>
1. How well does the organization describe its organization’s infrastructure, mission, vision, and history and how BH services fit into this?
2. Has the applicant organization committed to processing a contract for execution within 6 weeks from the Notice of Award?
3. How well is the availability of BH services, or lack thereof, in their catchment area described? What is the need for BH services in their community? Are they in a high-need community? For example, is there evidence of a high incidence of overdoses or attempts/completions of suicide ?
4. How well does the applicant describe their target population and community? Who do they serve? For example, do they have programs that focus on a specific age group or self-identified group at high risk (e.g., LGBTQIA, OUD, homeless, dual diagnosis)?
5. Does the application provide other relevant information about their program? For example, if they are currently providing BH services, what kind? To whom? With what staffing?
<b>Section III: MIP Planning (20 points)</b>
6. To what extent does the applicant clearly describe their goals? Does the applicant address items such as plans for baseline data collection of staff information, and existing understanding of their organization’s need for improved BH workforce capacity?
7. Does the applicant adequately describe the level of interns the organization seeks to recruit and why these types of interns will best suit the needs and capacity of the applicant organization, including what duties the organization plans for the interns according to each position type?
8. Does the applicant adequately explain how they will establish a collaborative partnership with at least one local educational institution to actively develop a qualified and diverse intern candidate pool from which to recruit BH interns for their organization?
9. How well does the applicant explain how they will use the brief period to develop their



BHWD Implementation Plan?
<b>Section IV: What Is Your Current Management and Staffing Situation? (20 points)</b>
10. To what extent does the applicant describe who will be involved in the BH workforce organizational capacity building? For example, will this primarily be existing employees, consultants, new hires, etc.?
11. Does the applicant include the required role of a MIP grant coordinator? How well does the applicant describe who will manage this project to ensure successful achievement of deliverables?
12. Does the applicant adequately describe the availability, preparedness, and types of organization staff available to serve as intern mentors and demonstrated their understanding of the distinction between an intern mentor and supervisor? Have they included information on any past or current internship programs that have been managed by the organization?
13. Has the applicant indicated that they understand they will be required to participate in Learning Collaboratives and regional and statewide trainings on staff recruitment and retention?
<b>Section V: Priority Areas (20 points)</b>
14. Does the applicant’s project address one or more of the priority areas for this funding?
<b>Section VI: How Reasonable and Realistic Is the Proposed Budget? (20 points)</b>
15. Does the applicant include a timeline of their planning process that will occur from the time the applicant is notified of the award until the Implementation Plan is due for submission? Is the timeline inclusive of implementation and budgetary milestones?
16. How well does the applicant describe expected personnel, other expenses, and indirect costs using the online budget template?



## Application Worksheet

The online application includes the following pages for you to complete.

**THIS IS A WORKSHEET, NOT THE REAL APPLICATION. [SUBMIT APPLICATIONS ONLINE.](#)**

**Section I. Applicant Information. Note: *ALL fields must be completed.***

PART A. Applicant Organization Information	
Applicant Organization Name	
Street Address	
City, County, State, ZIP	
County/ies Where Services Will Be Provided (catchment area)	
Point of Contact Name	
Point of Contact Title	
Email Address	
Telephone Number	
Alternative Point of Contact Name	



## Mentored Internship Program (MIP)

Alternative Point of Contact Email	
Alternative Contact Phone Number	
Website Address (If none, write N/A)	
Nonprofit Incorporation Date and State Where Incorporated	
Nonprofit Tax ID #	
Applicant's Annual Budget Amount over Past 2 Years, plus 2023, and through 2023 if applicable. (Put "N/A" if organization did not exist in these years.)	2020: 2021: 2022: 2023:
Does applicant organization have an annual financial audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many interns will be requested per quarter? How many weeks are interns expected to participate in MIP (minimum 8 weeks; maximum 52 weeks)? How many hours will each intern be expected to work? For example: 10 hours/week on average; or 180 hours over 12-week period (average of 15 hr./week), etc.	



Which sessions do you intend interns to participate (provide timeframe: e.g., Spring/Summer 2023/Fall 2023/Winter 2024/Spring 2024/Summer 2024/Fall 2024)?	

**PART B: Attestations (complete the appropriate Attestation below)**

Is your organization a nonprofit authorized to do business in California?

Yes  No

Is the location where your organization is requesting funds in a highly affected SUD/overdose geographic area and/or a particularly underserved community?

Yes  No

Please describe this location's situation:

By checking this box, I attest that this statement is true.

**PART C.1. Partnering Educational Institution Information**

Educational Institution Name	
Educational Department (e.g., School of Social Work)	



## Mentored Internship Program (MIP)

Street Address	
City, County, State, ZIP	
Point of Contact Name	
Point of Contact Title	
Email Address	
Telephone Number	
Alternative Contact Name	
Alternative Contact Email	
Alternative Contact Phone Number	
Website Address (If none, write N/A)	

### PART C.2. Partnering Educational Institution Information



## Mentored Internship Program (MIP)

Educational Institution Name	
Educational Department (e.g., School of Social Work)	
Street Address	
City, County, State, ZIP	
Point of Contact Name	
Point of Contact Title	
Email Address	
Telephone Number	
Alternative Contact Name	
Alternative Contact Email	
Alternative Contact Phone Number	





Website Address (If none, write N/A)	
---	--

<b>PART C.3. Partnering Educational Institution Information</b>	
Educational Institution Name	
Educational Department (e.g., School of Social Work)	
Street Address	
City, County, State, ZIP	
Point of Contact Name	
Point of Contact Title	
Email Address	
Telephone Number	
Alternative Contact Name	



Alternative Contact Email	
Alternative Contact Phone Number	
Website Address (If none, write N/A)	

**PART C.4. Partnering Educational Institution Information**

Educational Institution Name	
Educational Department (e.g., School of Social Work)	
Street Address	
City, County, State, ZIP	
Point of Contact Name	
Point of Contact Title	
Email Address	



Telephone Number	
Alternative Contact Name	
Alternative Contact Email	
Alternative Contact Phone Number	
Website Address (If none, write N/A)	

**Section II. Who Is the Applicant Organization? (up to 4,000 characters)**

Describe the applicant organization, BH services in its community, and its target population. Be sure to include how the applicant organization will establish a collaborative partnership with at least one local educational institution to actively develop a qualified and diverse intern candidate pool from which to recruit BH interns for its organization. (Review additional items identified under the scoring criteria for this section of the application.)

**Section III. MIP Planning (up to 4,000 characters)**

Describe how you plan to use MIP grant funds. Include goals and objectives as well as your plans to improve and expand BH services through the mentorship of interns in workforce recruitment, retention, quality improvement, and diversification with regard to ethnic, language-capacity, racial, gender-identity, and disability inclusion among your staff and people served; the level of interns the organization seeks to recruit and why these types of interns will best suit the needs and capacity of the applicant organization; and, the duties the organization plans for the interns according to each position type. (Review additional items identified under the scoring criteria for this section of the application.)

**Section IV. Mentorship Capacity and Organization Staffing (up to 2,000 characters)**

Describe your planned mentorship strategy and demonstrate adequate staffing for



undertaking your grant programming in your organization. Include the availability, preparedness, and types of organization staff available to serve as intern mentors and to participate in Learning Communities and regional and statewide trainings on staff recruitment and retention. Please include information on any past or current internship programs that have been managed by the organization. (Review additional items identified under the scoring criteria for this section of the application.)

**Section V. Priority Areas (up to 2,000 characters)**

Identify each of the state priorities your project is targeting (RFA Section 1.1) and describe how the project will meet these priorities. Check all that apply:

- Support prevention, treatment, and recovery services for individuals with or at risk of developing opioid use disorder (OUD).
- Serve individuals transitioning from incarceration, transition age youth (18-25 years), people with low socioeconomic status, and/or people who are bilingual (particularly Spanish/English).
- Operate in regions with high rates of overdose, substance use disorder (SUD), suicide, and attempted suicide, and/or underserved communities.
- Address the needs of underserved populations in culturally specific and culturally responsive manner.
- Partner with educational institutions that will recruit students from diverse backgrounds, students of color, disadvantaged students, those with personal and/or family lived experience in recovery from mental health and/or substance use disorders, and students with bilingual capacities in California's threshold languages.
- Partner with local high schools and alternative high schools to engage high school students and recent graduates in the MIP.

Please describe how your project meets the priorities you have selected above.



### Section VI. Budget

Complete the budget template below. Please also include the timeline of the planning process that will occur from the time the applicant is notified of the award until the Implementation Plan is due for submission. The timeline must be inclusive of implementation and budgetary milestones. (Review additional items identified under the scoring criteria for this section of the application.)



Applications are required to request funds under *each* budget category, including proposed intern amounts; all personnel, including subcontractors and consultants, must be included in the budget. The budget request must be consistent with and support the activities described in Section III of your application.

<b>Budget Description Summary</b>	<b>Organization &amp; Partners Total Budget 5/1/2023 – 12/31/2024</b>
<p><b>I. Personnel Salaries</b></p> <p><b>(For each position include job title, FTE, and salary)</b></p> <p>1.</p> <p>2.</p> <p>3.</p>	
<p><b>II. Projected Intern Stipends (5/1/2023–12/31/2024)</b></p>	
<p><b>III. Educational Partner Payment</b></p>	
<p><b>IV. Payroll Taxes, Benefits, etc.</b></p>	



<p><b>V. Subcontractor and Consultant Costs</b></p> <p>List each projected subcontractor/ consultant separately by function (recruitment, marketing consultant, IT, strategic planning, etc.).</p>	
<p><b>VI. Other Direct Expenses</b></p> <ul style="list-style-type: none"> <li>- Outreach Materials</li> <li>- Program Supplies</li> <li>- Staff Training</li> <li>- Travel (local travel and, learning collaboratives, etc.)</li> <li>- Rent</li> <li>- Equipment</li> <li>- Infrastructure Support</li> <li>- Other (specify):</li> </ul>	
<p><b>VII. Indirect Expenses</b></p> <p>(up to 10% of direct costs)</p>	
<p><b>TOTAL Grant Budget</b></p>	



## Mentored Internship Program (MIP)

<p><b>NOTE: \$500,000 is the maximum allowable budget.</b></p>	
--	--

**YOU MUST GO TO <https://buildingcaldata.smapply.us/prog/mip2> to complete and submit. THESE PAGES ARE ONLY A WORKSHEET.**

**Thank you for your interest in becoming a Mentored Internship Program grantee!**