



Behavioral Health (BH) Mentored Internship Program (MIP)



**Request for Applications
Announced
January 14, 2022**

**Application Due Date:
February 18, 2022
5:00 p.m. PT**

*Advocates for Human Potential, Inc. (AHP),
funded by the California Department of Health Care Services (DHCS)
Community Services Division*



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V. What is 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. 18

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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, as well as eligibility criteria and application instructions. Advocates for Human Potential, Inc. (AHP) has been contracted to serve as the Administrative Entity (AE) and will implement the BHWD efforts, including the organizing and distributing of 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, and county-operated providers authorized to do business in California 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. 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 six (6) weeks of notification of grant award as a condition of receiving funding. Further note: Applicants will be eligible to submit an invoice for fifty-percent (50%) of their first quarterly payment upon contract execution. Additionally, applicants must be able to prepare a project implementation plan within one (1) month of award notification.

What: Develop and implement an in-house MIP to assist in the treatment and recovery of



patients with SUD, MH, or co-occurring disorders. Organizations will use existing BH employees to mentor various BH intern positions, such as, but not limited to: peer recovery specialists, case managers, SUD and MH counselors, social work students, public health students, and psychology students, including those pursuing undergraduate and graduate degrees.

Each participating organization must provide a mentored internship (MI) experience for a minimum of two (2) interns, for a minimum of ten (10) hours per week per intern.

By mentoring at least two (2) interns, an organization can both help maximize their investment in the program, while providing an optimal learning experience for their interns to work with fellow interns (including across intern types). The number of interns for which an organization may request funding is dependent on a few considerations:

- The organization's capacity to incorporate interns into their workflow,
- The organization's experience with interns or other external supervisory placements, and
- The capacity of the mentoring organization to provide at least one (1) identified mentor for every two (2) 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 supervision throughout the internship period. 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 may employ one MIP Coordinator for multiple sites to standardize programming across sites and facilitate cross-site training if indicated.

***Please note:** AHP will provide clear guidance regarding appropriate roles for interns to ensure that interns are utilized to ensure mutual benefit for both interns and behavioral health organizations. . Additional technical assistance and training (TTA) will be provided to each grantee site to help develop their MIP and provide expanded training opportunities for both mentors and interns. Interns will engage with other interns from agencies throughout California in learning collaboratives, instructional webinars, and coaching calls. Mentors will also participate in learning collaboratives that are focused on gaining skills in diversity, equity, and inclusion practices, in addition to evidence-based practices (EBP) related to the recruitment and retention of BH staff and other BH EBP implementation.



Where: Throughout California with the goal of building the BH workforce in nonprofit and county-operated BH service settings. A top priority is to ensure well-prepared BH organizations with 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 served

When: The RFA due date is **February 18, 2022 at 5:00pm PT** with a period of performance from April 1, 2022 through September 29, 2023 (18 months).

Why: California's BH workforce is experiencing severe challenges in meeting the growing needs of our diverse state. Treatment and support services for mental health and substance use disorders have often been stigmatized and are not readily available or accessible to those who need them.

Due to the growing number of people needing BH services during the pandemic, BH staff themselves have become depleted with many exiting the field as work demands have increased. Qualified personnel in related fields may avoid working in the BH field 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.

A goal of the MIP is to enhance BH providers' ability to make job offers to better prepared job candidates who have completed the MI in good standing when appropriate job openings become available. An additional goal of this funding is to help BH agencies implement internships in conjunction with their local educational institutions beyond this grant-funded period of performance which concludes in September 2023.

How: Nonprofit BH organizations (mental health and/or substance use treatment programs) must [submit their complete applications online via ZoomGrants](#) no later than 5pm Pacific Time on February 18, 2022.

Successful applicant agencies will collaborate/partner with at least one local educational institution such as high schools, alternative high schools, technical colleges, community colleges, and undergraduate and graduate colleges and universities to identify interested student applicants.

Successful applicants will be BH organizations that 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 funded in August and September 2021 respectively with the focus 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 towards preparing peers for Peer Specialist Certification and delivery of peer MediCal reimbursable services in 2022. The [DHCS website](#) shows the Peer Support Services timeline in detail.

MIP Parameters

The **MIP** grant provides an opportunity for nonprofit organizations and county-operated providers that provide community BH services to collaborate with local community educational institutions to enhance and build their organization's BH workforce by providing a supportive MI structure and full funding for a variety of MI experiences over the grant's 18-month timeframe.

Purpose

The purpose of the MIP is to provide:

- Opportunities for students 18 and older, and at multiple stages of their education, to gain practical on-the-job experience as MIs in nonprofit organizations and county-operated provider settings providing BH services, and
- BH provider organizations with 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.

An overarching program goal is to enhance the professional development of diverse students through thoughtful MI settings to help meet California's urgent need for 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 mentor and intern salaries, subcontracts, and direct expenses required for developing a MI program for the BH organization and the costs at the partnering educational institution related to the development of intern recruitment, application, and support process. Some limitations and restrictions exist on allowable expenses as identified under the “Funding Restrictions” section.

Examples of MI activities that organizations and interns can undertake as a part of the MI program include but are not limited to:

- **Internship 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.
- **Intern Training:** Structured training regarding organization operations and basic BH concepts, including education on equity and access issues and social determinants of health (SDOH) 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:** Learning how to effectively provide professional shadowing and strength-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:** Supporting 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:** Collaborate and improve the accessibility of BH services by:
 - Developing and implementing a community outreach plan with interns,
 - Identifying and developing new referral and service pathways or networks with other treatment providers and other providers/stakeholders (e.g., homeless shelters, hospitals, jails, emergency departments, law enforcement, treatment courts) using intern support,
 - Expanding targeted outreach in specific underserved populations using interns special skillsets and access, and
 - Improving BH organization accessibility by expanding capacity to provide services in different languages with interns of similar cultural, ethnic, gender



identification, demographics, and racial identity as the community to be served; extending hours and places of service to meet needs of community to be served.

Contract Period

What is the contract period?

The contract period is eighteen (18) months beginning April 1, 2022 and ending September 29, 2023. **All funds must be expended by September 29, 2023.** It is important that applicants develop realistic projects that can achieve their objectives in a timely manner and expend their full budgets within the 18-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 or county-operated provider authorized to operate in California.
- May not be a grantee of any other DHCS BHWD program.
- Have a letter of support from at least one local educational institution that certifies the educational institution's willingness to collaborate/act in partnership with the BH organization to identify appropriate student candidates for internships for a minimum duration of the 18-month grant period.

What is “behavioral health” and what are “behavioral health services”?

For purposes of this RFA and based on Center for Medicare and Medicaid Service (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 cooccurring 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, other illicit drugs, and abuse 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.

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 and
- 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 institution for their role(s) in the MIP,
- technology costs for necessary equipment, such as intern laptops, etc.,
- 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 timeframes/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 V, page 28. Applications that do not conform to this template or 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 BH organizations and county-operated BH providers should identify their base funding costs. This amount does *not* including 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.
2. Development of a collaborative partnership and provision of funding to at least one local educational institution (i.e.: high schools, alternative high schools, technical colleges, community colleges, undergraduate and graduate colleges and universities) to support outreach, identification and support to qualified intern applicants for the MIP.
3. Establishment of an internship application and review process for students and recent graduates, including 2022 High School graduates (minimum 18 years old) for 2022 MI work and 2023 graduates for Summer 2023 MI work, current Community College students, both bachelors and masters level students, and 2022 and 2023 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, with a priority given to people from diverse and/or underserved communities who are underrepresented in California's BH workforce.
4. Development of a plan for summer and academic year internships including four (4) 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

10-to-12-week 2022 Summer Internship beginning May/June through August/September 2022.

12 to 14-week 2022 Fall Internship from August/September through December 2022.

12 to 14-week 2023 Spring Internship from January 2023 through May/June 2023.

10 to 12-week 2023 Summer Internship beginning May/June through August/September 2023.

Note: *The minimum commitment is for two (2) interns with a minimum time commitment of 10 hours per week (25% FTE) per intern, for each of the four internship periods.*

The table below provides general guidance that may be used for calculating stipend amounts for different types of interns for varying internship periods.

Every applicant organization **must** request stipend funding for *at least two (2) interns throughout* the full 18-month funding period. 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 in order to employ more than one type of intern. For example, in order to employ undergraduate or graduate student interns in social work, as well as high school graduates or community college students, BH agencies would need to establish a collaborative partnership with a college or university offering Bachelors degrees, as well as a local high school or community college.

Internship Cost Guideline Estimates, Interns are assumed to be contract employees who do not qualify for benefits.

Variable 10-12 week SUMMER 2022 and 2023 programs	10 hr/wk TOTAL multi-week cost	20 hr/wk TOTAL multi-week cost	40 hr/wk TOTAL multi-week cost
Pre-bac student interns (HS grads and CC students): \$16/hr	\$160/wk \$1,600-\$1920	\$320/wk \$3,200-\$3,840	\$640/wk \$6,400-\$7,680
Undergrad/bachelors students: \$20/hr	\$200/wk \$2,000-\$2400	\$400/wk \$4,000 - \$4,800	\$800/wk \$8,000-\$9,600
Grad students: \$23/hr	\$230/wk \$2,300-\$2,760	\$460/wk \$4,600 -\$5,520	\$920/wk \$9,200 - \$11,040
Variable 12-14 week Spring or Fall academic year programs	10 hr/wk TOTAL multi-week cost	20 hr/wk TOTAL multi-week cost	40 hr/wk TOTAL multi-week cost
Pre-bachelors student interns (HS grads and CC students): \$16/hr	\$1,920 - \$2,240/Fall or Spring	\$3,840 - \$4,480	\$7,680 - \$8,960
Undergrad/bachelors students: \$20/hr	\$2,400-\$2,800/Fall or Spring	\$4,800 - \$5,600	\$9,600-\$11,200
Grad students: \$23/hr	\$2,760-\$3,220/Fall or Spring	\$5,520 -\$6,440	\$11,040 - \$12,880

Minimum stipend budget is for two pre-bachelor interns for 10 hr/week for 2022 and 2023 10-week summer programs @ \$6,400 (4 x \$1,600 interns @ 25% time) plus Fall and Spring Interns for 12-week programs @ \$7,680 (4 x \$1,920 interns @ 25% time) **approximately \$14,080 total stipends for minimum allowable internship program.**

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 a cost-reimbursement basis 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, and itemized invoices showing payments to interns based on their timesheets.



Invoice payments will be made at the end of each quarter after invoices are received and approved by AHP. 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.

Deliverable-based contracts mean that 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, etc.) on a quarterly basis to have their quarterly invoices approved for payment. No itemized invoices are required for base funding payments. Programs must however 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 agreed rate of intern pay and intern hours worked on a quarterly basis.

Grantees will be eligible to submit their first invoice for half (50%) of their first quarter invoice amount upon execution of their subcontract with AHP in order 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/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 and 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, as well as in gender identification, and lived-experience with BH disorders.
- Staff training and workforce development in areas related to BH evidence-based and best practices and 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

SAMHSA/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 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](#).

The U.S. Department of Health and Human Services (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 below.

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, 2016 (Pub. L.113-76) signed into law on January 1, 2016, limited the salary amount that may be awarded and charged to Substance Abuse and Mental Health Services Administration (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, CDC, CMS, HRSA and SAMHSA), DOJ (OJP/BJA) 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, permanent or minor remodeling of any building or other facility or purchase of major medical equipment.

Only organizations utilizing the de minimis rate of ten percent (10%) of modified total direct costs (MTDC), as defined in 45 CFR Part 75, will be selected for this funding opportunity. This means that indirect costs may not exceed 10% 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.

Technical Assistance and Training (TTA)

In addition to funding, the MIP grant provides TTA opportunities. 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:

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.

Each organization mentor(s) 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 no more than once per month and attend a minimum of four (4) webinars. 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 will be venues for shared problem-solving, collaborative regional work, and innovation hubs 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 assuring the security and confidentiality of all electronically transmitted patient material. Applicants should review the [42 CFR Part 2 privacy and the Substance Abuse and Mental Health Administration \(SAMHSA\) confidentiality rules](#). Programs selected for funding must commit to operate 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 Scope of Work, including accomplishments, barriers encountered, and next steps to further achievement. Additionally, AHP/DHCS will request additional data reports with regard to grantees' staff and community demographics and outreach to underserved communities as needed.

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

- Develop Workforce and Enhance the 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
- Create 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:

Quarter	Reporting Period	Report Due
1 st Quarter	4/1/2022 – 6/30/2022	7/15/2022
2 nd Quarter	7/1/2022 – 9/30/2022	10/15/2022
3 rd Quarter	10/1/2022 – 12/31/2022	1/15/2023
4 th Quarter	1/1/2023 – 3/31/2023	4/15/2023
5 th Quarter	4/1/2023 - 6/30/2023	7/15/2023
6 th Quarter	7/1/2023 – 9/29/2023	10/15/2023

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 TO LAST MINUTE!**
- 4) Attend the informational webinar (registration information will be made available by AHP), or listen to the recording.
- 5) Identify any questions that you have and submit the questions no later than **February 11, 2022**.
- 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 pm Pacific Time on February 18, 2022.** 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. If you have technical difficulties, contact click "Help" in upper right corner of ZoomGrants or email questions@zoomgrants.com.

Online Application

The entire **MIP** application is contained in an online fillable form, hosted by ZoomGrants. Use [our ZoomGrants application link](#) to access the online application. 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. Pacific Time on February 18, 2022**.

Letter(s) of support from educational institution(s) will be processed via the Zoom grant application process and MUST be included as specified in the zoom grant tabs.

It is the applicant's sole responsibility to ensure that your 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 five (5) components, four (4) of which are scored (II-V) 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.

Note: Selected grantees and their education institution partners will have up to one month from the time of grant award notification (expected end of March) to finalize their Implementation Plan for submission and approval (end of April). For preparedness, applicants are encouraged to initiate educational institution partnership planning that goes beyond the minimum application requirement of securing a letter of support to participate in the MIP during the application process.

- I. Application Form, Attachment A below (**no points**) (Please identify how many interns you will be requesting, their intended hours, and the sessions your organization intends for the interns to participate.)
- II. Who is the applicant organization and who are your educational institution partners? (**30 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 MIs are you requesting funding for and how will you deploy the interns within your BH program? (30 points) (Please address: 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. 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. What is 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 request 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

Application Resource Box

Join us for an informational webinar **January 20 2022, at 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

All questions must be received by **February 11, 2022**. Answers to all questions received by then will be sent to all who have submitted a NOI and participated in the informational webinar.



Mentored Internship Program (MIP)

Priority will be given to:

- Nonprofit 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, persons of color, disadvantaged students, those with personal and/or family-lived experience in recovery from mental health and/or substance use disorders, and those with bilingual capacities in [California's threshold languages](#).



SCORING CRITERIA



Section I: Applicant Organization Form and Attestations (0 pts)
This section about the applicant organization is required and must be complete to be considered.
Section II: Who is the applicant organization? (30 pts)
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 six (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 the incidence of overdoses or high attempts/completions of suicide?
4. How well does the applicant describe their target population and community? Who are the people served? For example, do they have programs that focus on a specific age group, self-identified group at high risk (eg: LGBTQIA, stimulant or opioid SUD, homeless, dual diagnosis, etc.)?
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?
Section III MIP Planning (30 pts)
6. To what extent does the applicant clearly describe their goals? Are items such as plans for baseline data collection of staff information, and existing understanding of their organization’s need for improved BH workforce capacity addressed?
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?
Section IV: What is your current management and staffing situation? (20 pts)
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. How well do they 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? 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 Communities and regional and statewide trainings on staff recruitment and retention.
Section V: How reasonable and realistic is the proposed budget? (20 pts)
14. 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



Mentored Internship Program (MIP)

timeline inclusive of implementation and budgetary milestones?

15. 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)	
Representative Name	
Representative Title	
Email Address	
Telephone Number	
Alternative Contact Name	
Alternative 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 two years, plus 2021. (Put "N/A" if organization did not exist in these years.	2019: 2020:X 2021:
Does applicant organization have an annual financial audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many interns will be requested and for how many hours will they be intended to work?	



Which sessions do you intend for interns to participate?	
PART B: Attestations (complete the appropriate Attestation below)	
Verification of nonprofit status authorized to do business in California.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the location where your organization is requesting funds in a highly affected SUD/overdose geographic area and/or a particularly underserved community?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
By checking this box we attest that this statement is true. <input type="checkbox"/>	
Please describe this location's situation:	

PART C.1. Partnering Educational Institution Information	
Educational Institution Name	
Street Address	
City, County, State, ZIP	
Representative Name	
Representative 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	
Educational Institution Name	



Mentored Internship Program (MIP)

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

PART C.3. Partnering Educational Institution Information

Educational Institution Name	
Street Address	
City, County, State, ZIP	
Representative Name	
Representative Title	
Email Address	
Telephone Number	
Alternative Contact Name	
Alternative Contact email	
Alternative Contact Phone Number	
Website Address	



(If none, write N/A)	
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PART C.4. Partnering Educational Institution Information	
Educational Institution Name	
Street Address	
City, County, State, ZIP	
Representative Name	
Representative 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 4000 characters)
 Describe the applicant organization, BH services in their community, and their 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 their organization. (Review additional items identified under the scoring criteria for this section of the application.)

Section III. MIP (up to 4000 characters)
 Describe how you plan to use MIP Grant funds and goals for the grant. Include goals and objectives. Be sure to include: 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 patients 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 2000 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. 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 NOT required to request funds under *each* budget category, however all personnel, including subcontractors, consultants, etc. must be included. The budget request must be consistent with and support the activities described in Section III of your application.

Budget Description Summary	Organization & Partners Total Budget 4/1/2022 – 9/29/2023
<p>I. Personnel Salaries</p> <p>(For each position include job title, FTE, and salary)</p> <ol style="list-style-type: none"> 1. 2. 3. 	
<p>II. Projected Intern Stipends (5/15/2022-9/29/2023)</p>	
<p>III. Payroll taxes, benefits, etc.</p>	
<p>IV. Subcontractor and consultant costs</p> <p>List each projected subcontractor/consultant separately by function (e.g., recruitment, marketing consultant, IT, strategic planning, fund development)</p>	
<p>V. Other Direct Expenses</p> <ul style="list-style-type: none"> - Outreach Materials - Program Supplies - Staff Training - Travel* (local travel and travel to conferences, learning collaboratives, etc.) 	



Mentored Internship Program (MIP)

<ul style="list-style-type: none"> - Rent - Equipment - Infrastructure support - Other, specify: 	
VI. Indirect Expenses (up to 10% of direct costs)	
TOTAL Grant Budget NOTE: \$500,000 is the maximum allowable budget.	

YOU MUST GO TO: [our online ZoomGrants application](#) to complete and submit. THESE PAGES HERE ARE ONLY A WORKSHEET.