

# REQUEST FOR APPLICATIONS

## Campus Based Grants

### California Community Colleges Student Mental Health Program

Issued in partnership by the

California Community College Chancellor's Office

and the

Foundation for California Community Colleges

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**RFA #:** 12-003

**Release Date:** March 30, 2012

**Filing Deadline:** 4:00 p.m., Friday, May 18, 2012

**Filing Address:** Foundation for California Community Colleges  
1102 Q Street, Suite 3500  
Sacramento, California 95811  
Attention: CCC Student Mental Health Program Office

**Contact:** California Community Colleges Student Mental Health  
Program Office

**Email:** [SMHP@foundationccc.org](mailto:SMHP@foundationccc.org)

**RFA (Online Version):** [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth)

**California Community Colleges Student Mental Health Program (CCC SMHP)**

**CAMPUS-BASED GRANTS (CBG) Request for Application (RFA)**

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**CCC SMHP  
CAMPUS-BASED GRANTS RFA**

**IMPORTANT DATES**

RFA Published	March 30, 2012
<b>Deadline: Submission of Questions for Applicant Webinar</b>	<b>April 13, 2012 by 4:00 p.m.</b>
<b>Prospective Applicants Webinar/Conference Call</b>	<b>April 20, 2012 at 10:00 a.m.</b>
Q&A from Applicants Conference Call Posted on CCC SMHP website ( <a href="http://www.cccco.edu/mentalhealth">www.cccco.edu/mentalhealth</a> )	April 25, 2012
<b>Deadline: Letter of Intent Due</b>	<b>April 27, 2012 by 4:00 p.m.</b>
<b>Deadline: Applications Due</b>	<b>May 18, 2012 by 4:00 p.m.</b>
Minimum Qualifications Evaluation	May 21-29, 2012
Application Review	May 30-June 15, 2012
Award Notifications	June 18-19, 2012
Contract Negotiations	June 20-29, 2012
Inquiry Period (to occur concurrently during contract negotiations period)	June 20-27, 2012
Implementation	July 1, 2012 (Projected date)

Total Amount of Funding to be Awarded:	\$3,060,000*
Range of Grant Funding:	\$50,000-\$250,000
Number of grants to be awarded:	12-60 Awards
Grant Period	July 1, 2012-May 31, 2014

*\*Additional funds may become available, see page 5 for additional information*

### Summary – The CCC SMHP Campus-Based Grants (CBG) Program

The California Community Colleges Student Mental Health Program (CCC SMHP) is seeking applications from select California community colleges (CCC) for mental health prevention and early intervention programs, services and strategies. As a result of this Request for Application (RFA), between 12 and 60 grants will be funded through a competitive process to support the mental health needs of CCC students and to advance the collaboration between select colleges or consortiums and county services, in particular, county mental health agencies. Please see page 8 for an expanded explanation.

Source of funds. The source of funding for the Campus-Based Grants is from the California Mental Health Services Authority (CalMHSA), an organization of county governments working to improve mental health outcomes for individuals, families and communities. CalMHSA administers programs funded by the Mental Health Services Act (Prop. 63) on a statewide, regional and local basis.<sup>1</sup> For more information about CalMHSA, please see [www.calmhsa.org](http://www.calmhsa.org) and Resource 3.

Limitations of Grant Funds. Funding for this contract is derived from Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funds voluntarily transferred or assigned to CalMHSA from Counties. Such funding originates from the State of California and may be reduced or eliminated by the State. CalMHSA has no authorization to obtain additional funding by imposition of taxes, fees, or mandatory contributions. At the time it entered into the Agreement with the CCC SMHP, the CalMHSA Board of Directors had reason to believe that it has sufficient funding to satisfy its obligations under the Agreement. If due to unforeseen contingencies CalMHSA determines it will not be able to fully fund the obligations it has undertaken, CalMHSA may give notice to the CCC SMHP that the Agreement is cancelled and the Agreement shall no longer be in full force and effect. In the event of such cancellation, CalMHSA shall have no liability to pay further funds to the CCC SMHP or to furnish any other considerations under the Agreement and the CCC SMHP shall not be obligated to further perform any provisions if it's agreement with CalMHSA or the grants that result from this RFA. CalMHSA may alternatively offer an Agreement amendment to the CCC SMHP to reflect the reduced amount available. Similarly, in the event of a reduction in funding availability or cancellation of the grant by CalMHSA, the FCCC shall have no liability to pay further funds to the campus based grants or to furnish any other considerations under the grant award. The grants shall not be obligated to further perform remaining provisions of its agreement with the FCCC.

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<sup>1</sup> The CCC SMHP is a joint project between the California Community Colleges Chancellor's Office (CCCCO) and the Foundation for California Community colleges (FCCC); and provides programmatic oversight of CalMHSA funding.

Funding Amounts. The total funds allocated for the Campus-Based Grants component is \$3,060,000. The minimum award for each grant is \$50,000, and the maximum award is \$250,000. Additional funding or an extension of the grant term may occur (see below). The CCC SMHP Office will notify and advise grantees or applicants promptly if additional funding is made available or there is the ability to extend the grant term.

Number of Grants to Be Awarded. Proposals will be assigned a score and prioritized for funding. In the event that the CCC SMHP receives additional funds for this program, additional grants may be awarded to proposals receiving a passing score but for which sufficient funds were not available in the first round. The maximum number of grants awarded will be determined by the number of high scoring proposals and the amount of funding awarded to each proposal.

Selection and Award Criteria. The applications that receive the highest scores will be funded until the total funding available up to \$3,060,000 is reached for the first round of funding. As described above, additional grants may be awarded if funding becomes available. The CCC SMHP Office reserves the right to consider other elements in the final selection process of grants to be awarded funding. Because this is a statewide program, other considerations include geographic location, campus size, and program focus. The CCC SMHP also reserves the right to negotiate requested grant amounts and proposed activities to ensure that the above criteria are met, and that proposed scopes of work are realistic and achievable within the grant funding period.

Grant Term. The grant term will be from July 1, 2012 through May 31, 2014.

One Application Limit. **Only one application may be submitted per campus.** Colleges may submit either one stand-alone application OR, be included as part of a consortium of colleges submitting a joint application. However, a campus that joins as a member of a consortium application may not submit a separate application for consideration. If a college is included in more than one application, the SMHP Office will contact the college and require that it exclude itself from all but one application. The applicant will have until the Application Due Date to decide which application will be considered for scoring. **See Attachment 1, Letter of Intent.**

Eligible Applicants. Eligible applicants include all California community colleges that are located in a CalMHSAs county or in a county whose approval for membership in CalMHSAs is pending.<sup>2</sup> Colleges may apply as a single funding entity or apply as a consortium that includes multiple

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<sup>2</sup> A list of CalMHSAs current and pending member counties can be found at <http://calmhsa.org/about-us/board/> and in Attachment 2.

California community colleges. While there is no limit to the number of colleges that make up a consortium, all colleges in the consortium must meet the above CalMHSAs location requirement.

Training and Technical Assistance for Campus-Based Grants. It is the intent of the CCC SMHP to support grantees in their program implementation efforts. Training and technical assistance for grantees will be available at no cost through a separate Training and Technical Assistance (TTA) contractor to assist in various aspects of program development and implementation. More information about the services and supports that will be provided to the grantees will be available once funding decisions are made. Support for colleges through the CCC SMHP TTA provider in preparing and submitting applications for the CBG is not allowable.

Questions Regarding the Campus-Based Grants Program RFA. Questions regarding the RFA content and application process must be submitted to the CCC SMHP **by 4:00 p.m. on April 13, 2012.** Questions should be submitted by email to: [SMHP@foundationccc.org](mailto:SMHP@foundationccc.org) and include a reference to the relevant page number and section.

Mandatory Applicant Webinar. Prospective applicants of the Campus-Based Grants Program are required to participate in the Applicant Webinar on **April 20, 2012 at 10:00 a.m.** The Applicant Webinar is designed to provide technical assistance to prospective applicants in understanding the RFA requirements and the application process. The primary focus of this webinar will be to provide responses to questions from prospective applicants that are received by the **April 13, 2012** deadline. Information about the webinar will be sent to all individuals who submit questions as well as to the contact information provided in the Letter of Intent (LOI).

During the webinar, prospective applicants will be allowed to ask questions as well, but responses to questions not received by the CCC SMHP by the **April 13, 2012** deadline may not be immediately available. Responses to webinar questions will be posted on the CCC SMHP website: [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth) by **April 25, 2012**, under the heading "Campus-Based Grant Program Q&A".

### **Program Background – CCC SMHP Overview**

In September 2011, the California Community Colleges Chancellor's Office (CCCCO) and the Foundation for California Community Colleges (FCCC) were jointly awarded \$6,900,000 by the California Mental Health Services Authority (CalMHSAs) to fund the California Community Colleges Student Mental Health Program (CCC SMHP). The purpose of the CCC SMHP is to support prevention and early intervention strategies that address the mental health needs of students, and advance collaboration between local community colleges and county mental

health. The CCCCCO provides programmatic oversight and expertise to the CCC SMHP with the FCCC serving as the fiscal agent.

The long-term goal of the CCC SMHP is to increase student success and retention through the development and enhancement of quality student support activities at all 112 California community colleges, through the implementation of three major program components and an evaluation component. This original design was developed to include complementary and intersecting activities that are consistent with the three strategic directions originally outlined in the 2007 Student Mental Health Initiative Proposal, further refined in CalMHSA Request for Application, and currently contained in the CCC SMHP's contract with CalMHSA. These are: (1) faculty and staff training, (2) peer-to-peer support and (3) suicide prevention as the critical unmet needs for student mental health within the California Community College system.<sup>3,4</sup>

In addition to these strategic directions, programs, services and strategies that are implemented as part of the overall grant program and in the programs funded by this RFA will need to reflect MHSA principles, correspond to PEI Statewide funding requirements, and include collaborative efforts between the other systems of higher education. Another key aspect of the CCC SMHP is to build upon existing successful models and programs that can be shared and replicated across the system. Addressing the needs of student veterans is also a critical need for this project.

Key Components of the CCC SMHP. There are three major program components to the CCC SMHP: Statewide Training and Technical Assistance (TTA), Suicide Prevention Training for Faculty and Staff, and the Campus-Based Grants program. In addition to these three program components, the CCC SMHP also includes an evaluation component. A brief description of each component is outlined below:

- Suicide Prevention Training for Faculty and Staff (SPT)  
The CCC SMHP will provide suicide prevention training for all interested faculty and staff using evidence-based programs that have been developed specifically for use by colleges and universities. Campus Based Grants will be required to utilize the services offered by the SPT contractor but may choose to augment these efforts with additional services. SPT services will be available to all

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<sup>3</sup> More information about the original SMHI proposal and CalMHSA's RFA can be found at <http://calmhsa.org/programs/student-mental-health-initiative-smhi/>.

<sup>4</sup> More information about the CCC SMHP can be found at <http://www.cccco.edu/mentalhealth>.

California community colleges, including the CBGs, at no cost. Additional information about the SPT component can be found at [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth).

- Statewide Training and Technical Assistance (TTA)

This component provides training and technical assistance services to support the implementation of campus-based grants; provides regional training conferences on priority student mental health topics; collaborates and coordinates with community partners including county mental health; and develops tools and resources that can be used throughout the state in support of student mental health, including online resources. TTA services shall be provided at no-cost to the college or consortium. The Center for Applied Research Solutions (CARS) has recently been identified as the CCC SMHP TTA contractor. Additional information about the TTA component can be found at [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth).

- Project Evaluation

Grantees will be required to participate in evaluation, data collection and reporting procedures as directed by CCC SMHP. The evaluation contractor has not yet been identified, but RAND Corporation is the evaluation for all statewide PEI projects funded by CalMHSA.<sup>5</sup>

Campus-Based Grants. As mentioned above, the Campus-Based Grants effort is a major component of the CCC SMHP and contributes to the overall program design by assisting in achieving the outcomes required by the CCC SMHP's contract with CalMHSA (for more information, please see the **CCC SMHP Logic Model on Attachment 6.1**).<sup>6</sup> To this end, the CCC SMHP is seeking applications from select California community colleges or consortiums that expand and enhance their capacity on campus and through community linkages to address the mental health prevention and early intervention needs of their students, faculty, and staff. While grant funds cannot be used to provide direct services or supplant existing resources, expanding and enhancing existing programs and services is allowable. Priority will be given to colleges or consortiums that demonstrate through responses to the Technical Proposal that they have a viable existing infrastructure (such as health, mental health, or other student support services) on which additional activities can be expanded, enhanced, and leveraged.

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<sup>5</sup> More information about the PEI Statewide Evaluation and RAND can be found at <http://calmhsa.org/programs/evaluation/>

<sup>6</sup> CalMHSA RFA, Sole Source to CCC, page 32 and CCC SMHP proposal, Program Logic Model (Attachment 6.1).

Ultimately, through the support received by this cohort of grantees, benefits can be realized by the entire CCC system and by colleges that do not receive funding for a campus grant. It is expected that this effort, along with the other CCC SMHP components, will result in examples of model programs, services, strategies and tools that can be shared and disseminated to the entire system as well as to campuses in the California State University (CSU) and University of California (UC) systems. As a result of this RFA, it is anticipated that between 12 and 60 grants that receive the highest scores will be funded.

### **Allowable and Required Activities**

Activities funded through this grant are governed by the funding source (see above). Allowable program activities implemented through as part of the Campus Based Grants program must meet the guidelines and regulations that govern this funding and that are consistent with the CCC SMHP's contract with CalMHSAs.

Because these guidelines and regulations fall under the umbrella of Prevention and Early Intervention (PEI) Statewide Projects, the Campus-Based Grant funding is intended to address three strategic directions of the Student Mental Health Strategic Plan: (1) faculty and staff training; (2) peer-to-peer support; and (3) suicide prevention. Applicants must propose a program design that addresses at least one of these approaches.

Examples of programs, services and strategies that are consistent with these guidelines and would be considered allowable are provided below:

- Training or other activities that improve recognition and response to students at risk or experiencing mental health problems (such as Crisis or Behavior Intervention Teams development (BIT))
- Development of formal partnerships and protocols with community partners and local mental health agencies in particular
- Efforts that increase awareness and understanding of the signs and symptoms of mental health issues, with a focus on wellness, recovery and normalization of individuals with mental health issues to decrease stigma and discrimination
- Support for "Student Health 101"
- Support for students to participate in peer to peer activities
- Coordination with local American Foundation for Suicide Prevention (AFSP) chapters in developing and/or participating in in the Interactive Screening Program (ISP)
- Support for the development of an on-campus National Alliance on Mental Illness (NAMI) chapter
- Support for the development of an on-campus Active Minds chapter
- Mental health and wellness activities or events

- Promotion and refinement of models that increase the capacity of students pursuing careers in mental health, such as pipeline programs to CSU and UC
- Development of models for the use of interns to provide mental health services
- Training activities that focus on increasing the understanding of the unique needs of vulnerable and diverse populations that may be at high risk of mental health or suicide such as veterans, LGBTQ, and other unserved or underserved populations.
- Activities that reduce the risk of violence and improve safety and promote a climate of wellness on campus
- Development, promotion, or enhancement of peer resources that promote acceptance of diversity, support help-seeking behavior, and reduce the stigma associated with mental illness
- Activities, tools and resources that link student health and wellness to academic success, achievement, and retention
- Efforts to develop promote or enhance referral resources on campus and in the community.
- Implementation of evidenced-based suicide prevention activities, services, or strategies that enhance and expand upon the resources available through the SPT and reflect the specific needs of the campus (such as using ASSIST, QPR, or other in person trainings).

**Please note:** *These examples are provided as suggested activities and not intended to be an exhaustive list of appropriate PEI activities that meet the intent of this RFA. Applicants should propose a program design that reflects their local campus and community needs and priorities, and takes into consideration other programs, strategies, and approaches that are not included here but meet the criteria contained in this RFA.*

*Further, applicants are encouraged to be realistic in their proposals given the limited amount of funding available and the limited timeframe for implementation. The CCC SMHP understands the challenging fiscal environment that exists and wants colleges that are awarded funding to be successful. Submitting an application that proposes to address every mental health issue or problem that exists on campus is not expected.*

Student Mental Health Regional Strategizing Forum. In addition to identifying a program focus that is consistent with one or more of the above strategic directions, applicants will also be required to organize a regional strategizing forum within 6 months of grant award. The primary focus of this event is to increase dialogue and foster relationships between relevant community mental health resources and partners, and to share best practices, models, and strategies with campuses that share geographic proximity and do not receive grant funding. Suggested forum participants should include campus health and mental health providers, county and community mental health, campus safety, counseling, disabled students programs and services (DSPS), as well as and stakeholders including students and individuals with lived experience. It is expected that CSU and UC campuses will be invited to participate in this regional forum. Campuses may

build upon existing advisory groups or bodies that may exist and utilize grant funds to support this event. The Student Mental Health Regional Strategizing Forum will meet periodically to address topics concerning the mental health needs of the overall student population, with particular focus on high-risk student populations, such as student veterans, minorities, LGBTQ, and other underserved segments of the student population; and to address the complexities of regional mental health gaps in services, and develop resolutions and strategies to alleviate these gaps.

### **Overview of Applicant Requirements**

Minimum Requirements. The following are minimum requirements that must be met by prospective applicants (single campus or consortium).

- A. CalMHSA Membership. Because funding for this project is derived from county mental health funds, eligible applicants must be California community colleges or a consortium of colleges that are located within the 44 CalMHSA member counties, counties that have provided funding to CalMHSA for this project or in a county that is pending membership.
  1. Refer to **Attachment 2: CalMHSA Member Counties.**
  2. For applicants that are applying as a consortium, all member colleges must be located in a current or pending CalMHSA county.
  3. Colleges in counties that are “pending approval” to become part of CalMHSA will also be eligible to submit an application.
  
- B. One Application Limit. **Only one application may be submitted per campus.** Colleges may submit either one stand-alone application or be included as part of a consortium of colleges submitting a joint application. However, a college that joins as a member of a consortium application may not submit a separate application for consideration. There is no limit to the number of colleges that make up a consortium. If a college is included in more than one application, the SMHP Office will contact the college and require that it exclude itself from all but one application. The applicant will have until the Application Due Date to decide which application will be considered for scoring.
  
- C. Mandatory Letter of Intent (LOI). Application eligibility for the Campus-Based Grants requires the complete submission of a mandatory Letter of Intent (see **Attachment 1**). Applicants must complete all the required information on the Letter of Intent. The due date for the Letter of Intent is April 27, 2012, no later than 4:00pm.
  
- D. Single Point of Contact. Applicants are required to identify a single point of contact for the campus grant or consortium (Point of contact will ideally be available during the summer

semesters as well the regular academic year). The name and contact information of the single and back up contact should be identified on the LOI. Please see **Attachment 9: Program Administrator/Coordinator Duties**, for the roles and responsibilities of the Campus Based Grant contact. At a minimum, the CBG contact will be the main point of contact for the grant application, award, and implementation activities. These will include notification of award, grant negotiation, and fiscal issues.

Scoring Considerations. Applications will be assessed and scored based on the extent to which the proposed program design meets the rating and review criteria contained in the Technical Proposal. The key elements for the CBG program design should include and/or demonstrate the following:

- The proposed services, strategies and activities reflect one or more of the required strategic directions of faculty and staff training, peer to peer resources, and suicide prevention.
- Ability to organize and implement a regional strategizing forum within 6 months of grant award to expand and enhance the initial partnership that is described in the proposal
- Activities that are proposed as part of the program design:
  - Reflect campus and student mental health needs and gaps in services and is consistent with proposed outcomes,
  - Are evidence-based, build campus and community capacity, leverage other resources, and are sustainable once funding has ended.<sup>7</sup>
  - Address issues of stigma and discrimination, and reflect principles of cultural and linguistic competence as well as other MHSA and CalMHSA principles
  - Can result in models, tools, and resources that can be replicated for use by other campuses.
- Evidence of community partnerships with local stakeholders, including UC and CSU campuses (if applicable), and county mental health offices.<sup>8</sup> Evidence of support should include a minimum of three (3) letters of support/collaboration from relevant organizations, associations and stakeholders. One of these letters must be from the county mental health agency that the college resides in. For consortiums, this letter should be minimally from the county of the lead college identified as the main point of contact. Ideally, all campuses that are part of the consortium will have letters of support from the county mental health agency that they are located in. Prospective applicants

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<sup>7</sup> The three strategic directions for statewide student mental health projects are based on the original 2007 SMHI proposal as well as CalMHSA's RFA and Implementation Work Plan. SMHI's original proposal can be found at [http://www.mhsoac.ca.gov/docs/StudentMentalHealth%20Initiative\\_091807.pdf](http://www.mhsoac.ca.gov/docs/StudentMentalHealth%20Initiative_091807.pdf). CalMHSA's RFA and implementation work plan can be found at <http://calmhsa.org/programs/pei-statewide-projects/>.

are encouraged to contact their county's CalMHSA liaison. A list of CalMHSA county liaisons is included in Attachment 14.

- As appropriate and applicable to local college or consortium needs, address the mental health needs of student veterans.
- Management and organizational capacity to implement the proposed program within the grant term timeframe.
- Participate in data collection, evaluation and reporting activities. This includes a requirement by all funded grantees to participate in the Health Services Association California Community Colleges (HSACCC) data collection activities that occur biannually with the American College Health Association (ACHA), as well as other statewide efforts such as the ones spearheaded by the Mental Health and Wellness Association (MHWA) and HSACCC. Grant funds may be used to support this requirement and should be reflected as such in the budget form and narrative.
- Assist the CCC SMHP TTA contractor in activities related to regional trainings and resource development and dissemination.
- Utilize the suicide prevention training services provided by the CCC SMHP SPT contractor.

### **Grant Performance, Monitoring, and Oversight**

Grantees will be required to participate in the following grant administration, monitoring and oversight activities:

1. Compliance with the terms and conditions of the grant award and adherence to the reporting requirements including progress in achieving the implementation of all deliverables within the approved scope of work and the appropriate use of associated grant funds;
2. Compliance with all subcontracting requirements (if applicable)
3. Designation of a project administrator to be responsible for grant administration and oversight
4. Collaboration with CCC SMHP staff in project planning, design, organization, selection, implementation, modification, adaptation, evaluation, and monitoring;
5. Ensuring that any and all program implementation or work conducted by sub-contractors and/or vendors is completed and accepted before grant period expiration. Any work performed after the grant period has expired will not be reimbursed; and,
6. Collaborative and cooperative work with CCC SMHP Evaluation contractor.

- **Reporting Requirements**

Quarterly progress reports are due no later than 30 days after the close of each calendar quarter. A comprehensive annual report at the end of each project year is due 30 days after the end of the project year. A final performance report will be due 45 days after the end of the grant period (end of Year Two). The Sample Quarterly Report Form may be found in **Attachment 7**.

- Year 1: July 2012-June 2013
- Year 2: July 2013-May 31, 2014

- **Grant Payments**

This is a cost reimbursement grant program. Applicants must be financially capable of incurring all program costs until reimbursed by CCC SMHP (through the FCCC).

Reimbursement payments are made to the grantees monthly. Invoice forms will be reviewed for accuracy and completeness by CCC SMHP program manager who will approve payment to the grantee. Delays in submission of Quarterly/Annual progress reports may result in the delay of reimbursement payment to the grantee.

- **Evaluation**

Grantees are required to work in conjunction with the CCC SMHP Evaluator to facilitate data collection, reporting, and program evaluation activities throughout the duration of the funding period.

Grantees are required to participate in HSACCC ACHA data collection efforts.

- **Compliance Review**

Each Campus Based Grant will be assigned to a staff person at the CCC SMHP Office. CCC SMHP staff will work with grantees for compliance with the requirements of the grant agreement and will review work plans, budgets, invoices, claim forms, and quarterly progress reports. CCC SMHP staff may conduct periodic program reviews through program site visits, and through attendance at program activities and training events. Review and oversight of grantees may be obtained through regular telephone calls and email communication. Grants will be monitored to ensure quality programs, coordination of efforts, and compliance with CCC SMHP requirements. If it is determined that programs are not meeting CCC SMHP grant requirements,

mutually agreed upon steps will be developed to resolve issues regarding compliance. This may include a directive to work with the CCC SMHP TTA contractor. If a resolution of issues or compliance is not reached, the grant may be terminated at the discretion of CCC SMHP with 30-days' notice to the grantee.

### **Application Instructions**

The application will be reviewed on three levels of criteria. The levels are each covered in detail in the following sections.

- ✓ Technical Review (Pass/Fail)
- ✓ Technical Proposal (100 Points)
- ✓ Budget Proposal (20 Points)

#### **A. Technical Review (Pass/Fail)**

An initial technical review, conducted by CCC SMHP, determines whether an application will be scored. Carefully review the information below, to ensure that the application meets all formatting and technical requirements. **Applications missing or containing incorrect information, or that fail to conform to all of the technical review requirements (including failure to submit a Technical Proposal that corresponds to the outline), will be disqualified.** Do not attach anything to the application that cannot be photocopied using an automatic process, e.g. anything stapled, folded, pasted, or anything other than 8.5" x 11" paper.

##### **1. Application Format**

- a. The Project Narrative is limited to twenty (20) standard (8.5"x 11") pages with 1" top, bottom and side margins. The narrative page number limitation does not include the cover letter, table of contents, application signature sheet, abstract, budget and budget narrative, or attachments. If the Project Narrative contains more than 20 pages, only the first 20 pages will be scored.
- b. The Project Narrative must be double-spaced, single-sided, 12-point Calibri font. Tables that are included in the Project Narrative may be single spaced. Exceptions to the font and spacing restrictions include the organizational chart, work plan, budget and attachments.
- c. Applicants must use Section and Sub-section headings and numbers identified in the Technical Proposal Outline so that each section can be easily identified for technical review and scoring purposes. Failure to do this will adversely affect the score.

- d. All pages must be consecutively numbered, beginning with the cover page as page 1, abstract page 2, table of contents page 3, etc.
- e. All pages within the body of the narrative must have a header with the applicant organization's name; this may be in 9-point font to save space.
- f. Applications must be bound using an appropriate size binder clip. Do not staple or submit applications in three-ring binders.
- g. All attachments must be referenced and placed in the Appendix; attachments must also be on 8.5" x 11" pages with single side print. Only use paper that can be copied in automatic copy machines, not heavy or light weight paper nor attached, folded, pasted, or stapled material.
- h. Applicants must submit one signed original copy of the signed application, three (3) additional copies of the signed application, and a USB flash drive (containing the electronic version of the application).

2. Non-responsive Applications

Additionally, applications will be disqualified from funding if any of the following conditions exist:

- a. Failure to comply with all required application components and instructions;
- b. Failure to meet the applicable deadlines;
- c. Incomplete submissions; or
- d. Submission of false or misleading information.

B. Technical Proposal Outline

**The Technical Proposal Outline below is provided to help ensure that all of the required components are included in your application in the proper order:**

1. Transmittal and Administrative Documents

- 1.1 Cover Letter
- 1.2 Table of Contents
- 1.3 Program Abstract

2. Project Narrative

- 2.1 Statement of Need
- 2.2 Program Design
- 2.3 Program Capacity, Partnerships, and Sustainability
- 2.4 Work Plan
- 2.5 Program Management, Staffing and Support

3. Budget Estimate and Justification

4. Attachments

Attachment A: Work Plan

Attachment B: Logic Model (see attachment 6 & 6.1 of this RFA for additional reference)

Attachment C: Organizational Chart

Attachment D: Letters of Participation (Include letters of participation from community partners)

C. Technical Proposal Components

Applicants must comply with each of the following required technical proposal components: Identify each response using the same Section and Sub-section titles and numbers used here. Each section will be scored based on its content; readers will not interpret or transpose content to fill in for misplaced information. Carefully follow the instructions below.

1. Transmittal and Administrative Documents

1.1 Cover Letter (Required, 0 Points)

- Must identify a single point of contact for communications following notification of the grant award. Preferably, the contact person should be available year round or designate a backup that can ensure that grant activities can proceed without interruption throughout the term of the grant. The contact person should have the authority to make and approve changes to grant documents, or to secure approval in a timely manner. The contact person should also be familiar with the program and budget and be able to answer questions and provide accurate information to the CCC SMHP on a timely basis.
- The cover letter must be signed by the Vice President(s) of Student Services of the applicable college(s).

1.2 Table of Contents (Required, 0 Points)

- Use section titles and numbering that directly correspond to the Technical Proposal Outline and clearly reference the applicant's responses to these sections.

1.3 Abstract (Required, 0 points)

The abstract is the only application component that must be one page or less in length. Provide an abstract addressing the following items:

- College(s) that will be involved in the project
- County or counties that college or consortium is located in
- Project Title

- Brief paragraph describing which student mental health strategic direction(s) will be implemented (faculty and staff training, peer to peer resources, suicide prevention)
- The project goals, objectives, strategies and methods that will be used to implement the project
- Anticipated outcomes that will be achieved

## 2. Project Narrative

### 2.1: Statement of Need (10 points)

Describe the student mental health needs that exist on your college or consortium of colleges. Include data on the extent of the problem; current student population; and the salient issues or needs for unserved and/or underserved student populations such as student veterans, LGBTQ, foster and/or transition aged youth; and if relevant, other groups across the lifespan.

### 2.2: Program Design (25 points)

Describe the program that is being proposed to address the needs described above.

- Identify which approach(es) you will be using to address the problem (faculty and staff training, suicide prevention, peer to peer resources)
- Discuss how the proposed approach will:
  - Address gaps in services or the unmet needs outlined in Section 2.1.
  - Address stigma and discrimination and reflect principles of cultural and linguistic competence
  - Result in models, tools, and resources that are replicable for use by other campuses.
- Provide information to support or document that the program, strategies, and/or services are evidence-based.
- If you are proposing to implement faculty and staff training or suicide prevention programs, describe how efforts will build upon, complement, or enhance the Suicide Prevention Training for Faculty and Staff (SPT) that will be required of all CBGs (see Key Components, page 7)
- If appropriate to your proposed approach, include information about activities that will address the needs of student veterans.
- Describe how the program will include a Student Mental Health Regional strategizing forum within the program design, as an initial and ongoing activity during the grant term.

- Provide a logic model for the proposed program using the format contained in Attachment 6. For reference and as an example, refer to the logic model that was developed for the CCC SMHP. **See attachment 6.1**

### 2.3: Program Capacity, Partnerships and Sustainability (25 points)

Describe your college's or consortium's capacity to develop, implement and sustain the proposed student mental health prevention and early intervention program. Include a description partnerships or resources that exist at your college or within your consortium that reflect current capacity and infrastructure that is place. Include in the description information about partnerships that exist on campus, in the district, and in the broader community. Describe how campus and community stakeholders have been involved in the development of these partnerships. Community partnerships should include at minimum, a current or proposed relationship with county mental health. Partnerships with other educational partners such as CSU or UC campuses or K-12 are also desirable as are those that serve or represent the unmet needs or unserved/underserved populations that are defined in 2.1

- Applicants must have existing infrastructure and capacity to implement the project to achieve maximum impact during the short timeframe of the grant term. Include in your description existing resources, programs, services that can be leveraged, expanded, and/or enhanced in support of this effort. Identifying and including in-kind or other resources is strongly encouraged.
- Briefly include a description of how this program will be sustained beyond the two years of grant funding.
- Include letters of support, commitment, or collaboration from each of the partners that you have identified in the attachments. At minimum, include a letter from a representative from the county mental health agency in which the campus or consortium is located (Letter may be signed by the director, MHSA, PEI, or CalMHSA county coordinator or liaison).

### 2.4: Project Work Plan (25 points)

Using the template included in **Attachment 5: Project Workplan Worksheet**, write a work plan that includes the major goals and objectives for your proposed program. Include a timeline for major goals objectives, and activities, and the individuals who will be responsible for these activities.

- The work plan developed should reflect a program design that can be achievable within two years.

- A higher point value will be assigned to work plans that reflect one or more additional years of program activities that reflect proposed sustainability plans.

### 2.5: Program Management, Staffing and Support (15 points)

Describe how the proposed program will be staffed, managed and coordinated. List key staff who will participate in the project, briefly describing their function, title, and qualifications as well as level of effort.

- Identify the lead contact person that will be the main point of contact for the Campus Based Grant and the percent of time that they will devote to the project.
- Include an organization chart that provides information about the staff, positions, and partnerships that will participate in the project.
- Grant funds may be used to support a project coordinator/administrator to oversee grant activities up to 25 percent of the total proposed grant budget as Release Time; however, funds cannot be used for direct services or to supplant existing resources.
- If the project coordinator or administrator is a new position, provide a duty statement in the attachments.
- Include a description of what staff or support will be provided or allocated to comply with data, evaluation and reporting requirements.

### 3. Grant Project Budget (20 Points)

Applicants must submit a detailed, two-year line item budget that includes all costs associated with the project and corresponds to the general principles for program budgeting and allowable costs. See **Attachment 3: Budget Instructions**, for guidance. Applicants must plan and budget for sufficient local college project coordinator or administrator support to ensure timely program implementation, accountability, oversight, and compliance with the grant agreements. Applicants are encouraged to include in-kind or other resources that could be leveraged by this funding in addition to the costs that are being proposed to support the program.

The grant project budget includes a Detailed Budget Estimate Form (refer to **Attachment 4**) and Budget Justification Narrative, each worth 10 points. Both must be prepared according to the instructions and examples given in **Attachment 3: Budget Instructions**.

Important: The Budget Justification Narrative is described in Attachment 3; be sure you include the following information when preparing the narrative.

- Explanation/justification of each line item and a breakdown of cost estimates;
- Job descriptions and resumes for all project staff directly involved in administering activities funded by this grant, as well as any in-kind or volunteer positions;

- Funds may be used for a staff assistant (0.5FTE), if a Project Coordinator/Project Administrator is provided by the applicant as in-kind resource. Applicants must provide a duty statement describing the staff assistant's role in relation to the grant.

Failure to supply budget information will disqualify the application. Applicants may reproduce a computer version of the Detailed Budget Estimate provided that the reproduced copy captures all of the categories shown on the original form.

**The following general provision applies to all budget proposals:  
The CCC SMHP reserves the right to modify any requests that are deemed excessive, including individual budget line item requests.**

#### D. Where to Send the Application

Applications can be mailed or hand delivered. Due to the requirement for original signatures, applications submitted through facsimile, electronic transfer, or on diskette will not be accepted.

Mail the signed original, three (3) additional copies of the signed application, and a USB flash drive (containing the electronic version of the application) to:

**CCC Student Mental Health Program  
Foundation for California Community Colleges  
1102 Q Street, Suite 3500  
Sacramento, California 95811**

CCC SMHP will not provide a receipt of delivery. If you would like documentation of receipt, send the application certified/registered U.S. mail or utilize an overnight service that provides tracking.

Hand delivered applications should be brought directly to the FCCC reception desk. For tracking purposes, request that the person receiving the application in FCCC reception desk sign and date stamp the application, as well as your copy of the cover sheet.

#### **Next Steps**

Selection and Award Factors. Awards will be made to applications based on the highest passing Technical Proposal scores, and adherence to selection priorities. Award selection will be based on the following factors:

1. **Proposal Score.** The maximum score for the Technical Proposal and Grant Project Budget is 120 points. The Technical Proposal is worth 100 points and the Grant Project Budget is worth 20 points. Technical Proposal scores will be added to the Grant Project Budget score to compute the overall total score. The minimum passing score is 80 percent (96 points).
2. **Other award considerations.** Applications that meet the 80 percent passing score will be further assessed on the basis of other award considerations. These include geographic distribution, campus size, and program focus. Since a key goal of CCC SMHP is to facilitate statewide prevention and early intervention initiatives, it is important to assure that a broad spectrum of colleges participates to provide a strategic range of settings, geographical sizes and populations. The CCC SMHP also reserves the right to negotiate requested grant amounts and proposed activities to ensure that the above criteria are met, and that proposed scopes of work are realistic and achievable within the grant funding period.

**Inquiry Period.** Any respondent submitting a proposal may file for an inquiry within five (5) business days after publication of the Notice of Intent to Award and must be in compliance with the following:

The request for an inquiry must be in writing. The request must be filed and received by the CCC SMHP office by close of business (4:00 pm PST) no later than the 5<sup>th</sup> business day. It must set forth, in detail, all grounds for the inquiry, including supporting documentation, legal authorities, and argument in support of the grounds for an inquiry. Any matters not set forth in the written request shall be deemed waived. All factual contentions must be supported by competent, admissible, and credible evidence.

Any request for an inquiry not conforming to the foregoing shall be rejected by the CCC SMHP office as invalid. Authorized representatives of the CCC SMHP office shall review and evaluate the basis of the inquiry and shall provide a written response to the individual or organization submitting the request. The written response shall be final and not subject to reconsideration from the CCC SMHP office.

**Award Finalization.** After the applicant has been notified that the application has been selected for Campus Based Grant funding, all grant award documents will be finalized. All winning proposals will be subject to refinement of the budget, goals and objectives, and work plan. The CCC SMHP reserves the right to modify any requests that are deemed excessive, including individual budget line item requests.

During the finalization period, grant recipients are expected to be responsive and to provide timely and accurate information. Failure to respond to requests for information or failure to submit accurate information may cause delays in the award. Failure to resolve these problems within the two-week negotiation timeframe may result in a termination of the grant award.

An FCCC Standard Services Agreement (SSA) will constitute a binding agreement setting forth the general conditions governing a collaborative effort between CCC SMHP and the grant recipient. The application submitted and selected through this RFA will be incorporated by reference into a final SSA as will the work plan and associated planning documents. (Refer to Attachment 10: Sample Standard Services Agreement).

**ATTACHMENT 1: LETTER OF INTENT TO APPLY**  
**CALIFORNIA COMMUNITY COLLEGES STUDENT MENTAL HEALTH PROGRAM**  
**RFA FOR CAMPUS-BASED GRANTS**  
**RFA#: 12-003**

With this letter the applicant named below provides the CCC SMHP office notice of its intent to submit an application for the CCC SMHP Campus-Based Grants listed in CCC SMHP RFA# 12-003. The CCC SMHP office acknowledges that the submission of this Letter of Intent to Apply (LOI) serves solely as a notice of the applicant’s intent and is non-binding on the applicant.

- Single Campus
- Consortium

If submitting an application on behalf of a consortium, please identify the lead college below to serve as the single point of contact on behalf of the entire consortium.

College Name : \_\_\_\_\_

County: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Title: \_\_\_\_\_

Representative Email: \_\_\_\_\_

Representative Phone: \_\_\_\_\_

Representative Address: \_\_\_\_\_

Secondary Representative Name: \_\_\_\_\_

Secondary Representative Title: \_\_\_\_\_

Secondary Representative Email: \_\_\_\_\_

Secondary Representative Phone: \_\_\_\_\_

Secondary Representative Address:  
(If different from above) \_\_\_\_\_



## **ATTACHMENT 2: CALMHSA MEMBER COUNTIES (3/29/2012)**

- San Bernardino County (July 9, 2009)
- Solano County (July 9, 2009)
- Colusa County (July 9, 2009)
- Monterey County (July 9, 2009)
- San Luis Obispo County (July 9, 2009)
- Stanislaus County (July 9, 2009)
- Sutter/Yuba County (August 13, 2009)
- Butte County (Nov. 13, 2009)
- Placer County (January 14, 2010)
- Sacramento County (March 12, 2010)
- Glenn County (April 7, 2010)
- Trinity County (April 15, 2010)
- Sonoma County (May 13, 2010)
- Modoc County (May 13, 2010)
- Santa Cruz County (June 10, 2010)
- Los Angeles County (June 10, 2010)
- Marin County (August 12, 2010)
- Orange County (August 12, 2010)
- Yolo County (August 12, 2010)
- Contra Costa County (Oct. 14, 2010)
- Fresno County (Oct. 14, 2010)
- Imperial County (Oct. 14, 2010)
- Kern County (Oct. 14, 2010)
- Lake County (Oct. 14, 2010)
- Riverside County (Oct. 14, 2010)
- Santa Clara County (Oct. 14, 2010)
- Siskiyou County (Oct. 14, 2010)
- Ventura County (Oct. 14, 2010)
- Madera County (Nov.12, 2010)
- Mendocino County (Dec. 9, 2010)
- San Diego County (Feb. 10, 2011)
- San Francisco City & County (Feb. 10, 2011)
- El Dorado County (March 11, 2011)
- San Mateo County (March 11, 2011)
- Napa County (June 9, 2011)
- Humboldt County (July 14, 2011)
- Lassen County (July 14, 2011)
- Mariposa County (August 11, 2011)
- Tuolumne County (August 11, 2011)
- San Benito County (October 13, 2011)

California Community Colleges Student Mental Health Program  
Campus Based Grants

- Tri-City Mental Health Center (October 13, 2011)
- Del Norte County (December 15, 2011)
- Shasta County (February 10, 2012)\*
- Tulare County (February 10, 2012)

**Non-Member Counties w/Assigned Funds** (may apply for Campus Based Grants)  
Amador County, Calaveras County, Merced County and Santa Barbara County

### **ATTACHMENT 3: BUDGET INSTRUCTIONS**

#### General Instructions

In completing the Detailed Budget Estimate and the accompanying Budget Justification Narrative, the following will be considered in scoring:

1. The completeness, appropriateness, relevance, and cost effectiveness of the budget relative to the information provided in the proposal (Technical Proposal Section 2). Mathematical or typographical errors could result in a lower score.
2. Whether the program services and costs are allowable under the CCC SMHP contract.
3. Whether the accompanying narrative adequately explains and justifies the expenses provided in the budget.

Applicants must submit a detailed, two-year, annual scheduled, line item budget. Failure to supply budget information will result in rejection of application.

1. These funds may NOT be used for mental health treatment services such as counseling, due to the limitations placed on these funds.
2. The budget must provide for one, two-day trip per year to technical assistance and training workshops in Sacramento, California.
3. Construction and renovation costs are not allowable under this grant program.
4. Moreover, applicants should consider not creating excessive staff-intensive programs and budgets that may hamper efforts to sustain the program once CCC SMHP funding has ended.
5. Indirect costs are allowable for direct service line items only (not contractual services) and cannot exceed 7.5 percent - of the sum of Personnel, Travel, and Other Direct Costs.
6. Applicants must budget a portion of the total grant award for evaluation activities (specifically for HSACCC ACHA data collection efforts). Include these costs under "Other Direct Costs" in your budget estimate.

It is suggested that prospective applicants contact the HSACCC and their campus Health Services Director to obtain guidance on this aspect of the project and budget. For more information, please see [www.hsaccc.org](http://www.hsaccc.org) as the ACHA at <http://www.acha-ncha.org/fees.html>

7. Because subcontracts must be approved by the CCC SMHP before they are authorized, please do not provide the name of the subcontractor or vendor in the budget. Rather than the vendor name, use descriptive titles such as “Suicide Prevention Consultant” and the estimated cost of the contract. In the budget narrative, use the descriptive titles listed in the budget and provide a brief description of the work the subcontractor or vendor will perform. Include estimated subcontractor budgets for program implementation.

Detailed Budget Estimate – 10 points

1. Complete the Detailed Budget Estimate using the Budget Preparation Instructions
2. Provide the name and contact information for the person completing the budget on the Detailed Budget Estimate.
3. Use the budget form provided, or an electronic copy available at [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth). Space is provided on the form to estimate costs up to a maximum two-year period. Costs are divided into five categories. List costs in only those categories that pertain to your project.

PLEASE USE WHOLE DOLLAR AMOUNTS. ROUNDING TO THE NEAREST DOLLAR.

Cost categories and suggestions for applicable costs are:

- a. Personnel Costs—Enter titles of positions to be used, monthly or hourly salary and percentage applicable to the project. The budget narrative should include the yearly salary upon which this percentage is based. Include all in-kind personnel costs, and the estimated cost of the Release Time (and/or) Project Assistant (up to 0.5 FTE). Extend computations to fiscal year columns. Subtotal the salaries and add the amounts required to cover related employee benefits.
- b. Travel Expense—Enter estimated cost of employee travel related to the project. Cost items include transportation and per diem. Out of state travel is not allowed under this contract.
- c. Other Direct Costs—these costs include all other direct expenditures. They include, but are not limited to, office supplies, printing, computers, public education and awareness materials, meeting room rental, etc. Include a separate line item for each item of cost. Total equipment purchases must be under \$5000.
- d. Indirect Costs—Costs which, by their nature, cannot be charged directly to a project. Applicants may use their approved Indirect Cost Rate or the restricted

Indirect Cost rate of 7.5%, whichever is less. The rate cannot exceed 7.5%, and applies only to the “Personnel”, “Travel”, and “Other Direct Costs” budget categories.

- e. Contractual Services—Procurement contracts for goods and services over \$15,000 must be competitively bid, as stated under **PUBLIC CONTRACT CODE, SECTION 20650-20662**. Enter the estimated cost of work to be performed by each subcontractor or vendor. Use descriptive titles such as “Peer to Peer Development,” “Consultant for X-Project.” PLEASE NOTE THAT A SEPARATE BUDGET FORM AND BUDGET JUSTIFICATION NARRATIVE MUST BE PROVIDED FOR EACH SUBCONTRACTOR OR VENDOR.

Note: Applicants should ensure that the budget totals add correctly on the Detailed Budget Estimate. The “Total Budget Estimate All Categories” line reported on the Detailed Budget Estimate must be the same as the “Funds Requested” section on **Attachment 4: Detailed Budget Estimate Form**.

#### Budget Justification Narrative – 10 points

1. All line item expenditures included in the Detailed Budget Estimate Form must be explained and justified in the budget narrative.
2. The budget narrative totals must correspond to the Total Budget Estimate All Categories line item using the Detailed Budget Estimate Form.
3. Narrative details should be easily mapped and matched to the budget summaries presented on the Detailed Budget Estimate.
4. Clearly explain how the cost estimates were arrived at and justify why the costs are needed.
5. Check calculations.

Cost categories and suggestions for applicable costs are:

- a. Personnel Costs—explain all personnel salaries that are identified in the budget, being sure to itemize employee fringe benefits and rates. Personnel requests must include the percentage of time to be charged to the grant for the requested position(s) (25%, 50%, etc.) and the monthly or hourly rate of pay for the requested positions. Provide the percentage, rate, fee, amount, etc., for each fringe benefit individually. If benefits or rates differ between personnel, each must be itemized and totaled separately.

- b. Travel expense—identify proposed major project-related trips for employees to be funded under this project. County employees will follow their respective county travel and per diem guidelines. State travel and per diem rates apply to all other individuals. Use the budget narrative to explain the guidelines/policies used to develop travel costs.
- c. Other Direct Costs—provide a brief description of each item identified in this budget category, its intended use, and how costs were determined. Please do not list brand names. Please do not lump together items of cost. For example, list supplies on one line item and explain what they are in the narrative. List public education and awareness materials in another line item, and use the narrative to explain what you anticipate the items will be, how they will be used, and how you arrived at the cost, and so on.
- d. Indirect Costs—capped at 7.5%.
- e. Contractual Services—provide a brief description of the work each subcontractor, vendor, agency, or person will provide. Use the descriptive name(s) used on Detailed Budget Form. Provide the hourly rate of pay for all requested consultant/contractual services positions. CCC SMHP reserves the right to limit the amount allowed for consultant/contractual services requests. Provide job descriptions for all contractual/consultant services positions that will be paid out of CCC SMHP funds. Provide a copy of the contract document, if available.

If other than personnel costs are involved, include an itemized budget reflecting cost for each project year. A separate budget form and narrative must be provided for each subcontractor providing program implementation services. Subcontractors are also limited to the 7.5 percent indirect.

### Determining Allowable Costs

There are basic principles for determining allowable costs. The application of these principles is based on the fundamental premises that:

1. Costs must be allowable, allocable, and reasonable.
2. Grantees are responsible for the effective and efficient administration of the project through the application of sound management practices.
3. Allowable costs and principles apply to this grant as well as sub-contracts to vendors.

4. Only those budgeted costs included in the project agreement and supported by proper source documentation are eligible for reimbursement.
5. Expenditures must be made within the period of availability of funds to be eligible for reimbursement.
6. Costs incurred under one project shall not be shifted to another project.

### Additional Budget Guidance

The following information is intended to provide assistance in preparing project budgets.

All program expenditures should be closely correlated to program activities and outcomes.

#### *Entertainment*

Costs of entertainment, including amusement, diversion, and social activities and any cost directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rental, transportation, and gratuities) are not allowable.

#### *Transportation Costs*

Costs for transportation are allowable if considered a necessary program expense and are reasonable. Purchasing vehicles such as vans or automobiles is not an allowable expense. Leasing of a vehicle may be allowable if an adequate justification is provided that clearly delineates the necessity for the program, the cost is reasonable, and the lease is not with an option to buy. Fuel and maintenance costs are allowable only to the extent they directly relate to program use and the approved work plan. Costs of insurance in connection with the general conduct of activities are allowable subject to the following limitations:

Types and extent and cost of coverage will be in accordance with general state or local government policy and sound business practice.

Costs of contribution to any reserve covering the risk of loss of, or damage to, federal government property are not allowable.

#### *Travel*

Applicants must budget sufficient travel costs to attend CCC SMHP activities to be held in California. The grantee will be responsible for compliance and adherence to the following travel guidelines:

1. Travel funded by this grant must adhere to the California State Per Diem rates, as prescribed by the Department of General Services, California State Administrative Manual, Chapter 0700: <http://sam.dgs.ca.gov/TOC/700/0720.htm>
2. Out-of-state travel is only allowable with CCC SMHP approval.

### *Office Space*

Any applicant requesting funds for shared office space must justify the cost.

### *Computer Purchase and Expenses*

Purchases of computers and peripherals (such as software) are allowable, as are other supplies expenses if they are less than \$5,000 and are necessary for implementation of the approved work plan. Need for such purchases must be justified and reasonable, and be used directly for the program funded by this grant.

### *Conference and Other Training Expenses*

These are allowable to the extent that the program can clearly identify the need for the training and how it relates to the goals and objectives and outcomes of the program. Travel guidelines apply. Costs for speakers or other trainers are allowable for educational purposes.

### *Participant Support Costs*

Participant support costs are direct costs for items such as faculty, staff and student stipends, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects. Refreshments may be considered an allowable cost, when related to achieving program goals and outcomes. These costs are allowable with prior approval of CCC SMHP.

Non-grantee employees will follow state guidelines for travel and per diem. The grantee will be responsible for compliance and adherence to these guidelines. The CCC SMHP program manager will request information about the purpose and overall cost of travel that occurs within a given quarter through the quarterly report and claim form. Please justify purpose of training and how costs were determined.

### *Indirect Cost*

Costs which, by their nature, cannot be charged directly to a project. Applicants may use their approved Indirect Cost Rate or the restricted Indirect Cost rate of 7.5%, whichever is less. The rate cannot exceed 7.5%, and applies only to the "Personnel", "Travel", and "Other Direct Costs" budget categories.

#### *Consultants*

Consultants are subcontractors, and are allowed under this grant. Applicants must provide a brief description of the work each subcontractor, vendor, agency, or person will provide. CCC SMHP reserves the right to limit the amount allowed for consultant or contractual services requests.

#### *Supplanting of Existing Funds*

Activities proposed under this funding may also be used to enhance and/or augment existing mental health, prevention and early intervention activities and/or projects; however, funding may not supplant these said activities and/or projects.

#### *Release Time*

Release Time is allowed under this grant. Applicants must justify the proposed Release Time in the budget narrative section of the application.

#### *Budget Provision*

The CCC SMHP reserves the right to modify any requests that are deemed excessive, including individual budget line item requests.

**ATTACHMENT 4: DETAILED BUDGET ESTIMATE FORM**

Grant No: 12-003-001				
College/Consortia Name: CA Community College				
COST CATEGORY	BUDGET YEAR		TOTAL COST TO PROJECT	TOTAL In-Kind Contribution
	(Do not complete the			
	YEAR 1	YEAR 2		
<b>A. PERSONNEL COSTS</b>				
Project Administrator/Coordinator (in-kind)	12,000.00	12,000.00	0.00	24,000.00
Project Assistant (0.5 FTE)	22,500.00	22,500.00	50,000.00	0.00
<b>Total Personnel Costs</b>	<b>5,000.00</b>	<b>22,500.00</b>	<b>27,500.00</b>	<b>24,000.00</b>
<b>B. TRAVEL EXPENSES</b>				
Estimated travel to meet with county mental health office in Woodland, CA (\$0.555/mile X 50miles X 8 meetings per year)	222.00	222.00	444.00	0.00
Travel to trainings and conference, 2 people @ 700 ea.	1,400.00	1,400.00	2,800.00	1,800.00
Regional Strategizing Forum Travel (12 members X 4 meetings X 60 miles X \$0.555/mile)	1,599.00	1,599.00	3,198.00	0.00
Statewide Meeting in Sacramento (1 per year)	650.00	650.00	1,300.00	0.00
<b>Total Travel Expenses</b>	<b>3,871.00</b>	<b>3,871.00</b>	<b>7,742.00</b>	<b>1,800.00</b>
<b>C. OTHER DIRECT COSTS</b>				
Personal computer with peripherals @ \$1,793, including shipping and taxes	1,793.00	0.00	1,793.00	0.00
Peer to Peer Student Group costs-stipends @ (10 students X \$10/hr X 20hrs/month)	24,000.00	24,000.00	48,000.00	0.00
Participant support costs-training conferences	2,077.00	2,077.00	4,154.00	0.00
Regional Strategizing Forum (12 members X \$15 lunch X 4 meetings/year)	720.00	720.00	1,440.00	0.00
Regional Strategizing Forum facility costs	500.00	500.00	0.00	1,000.00
HSACCC ACHA data gathering	2,500.00	2,500.00		
Printing and postage	1,500.00	1,500.00	3,000.00	0.00
Printing for posters and advertising	500.00	500.00	1,000.00	300.00
Office supplies and materials	2,250.00	2,250.00	4,500.00	300.00
<b>Total Other Direct Costs</b>	<b>35,640.00</b>	<b>33,847.00</b>	<b>69,487.00</b>	<b>1,600.00</b>
<b>E. INDIRECT COSTS</b>				
<b>Total Indirect Costs @ 7.5%</b>	<b>3,338.33</b>	<b>4,516.35</b>	<b>7,854.68</b>	<b>0.00</b>
<b>F. CONTRACTUAL SERVICES</b>				
Peer to Peer Services Consultant (150hrs X \$100/hr) - consultant to develop curriculum for peer to peer training resources	15,000.00	0.00	15,000.00	0.00
Suicide Prevention Consultant (\$100/hr) - consultant to provide localized suicide prevention training and develop a train the trainer curriculum specifically for West Valley College	2,000.00	8,000.00	10,000.00	0.00
Speakers	2,000.00	5,000.00	7,000.00	2,000.00
<b>Total Contractual Services</b>	<b>19,000.00</b>	<b>13,000.00</b>	<b>32,000.00</b>	<b>2,000.00</b>
<b>TOTAL BUDGET ESTIMATE ALL CATEGORIES</b>	<b>66,849.33</b>	<b>77,734.35</b>	<b>144,583.68</b>	<b>29,400.00</b>

**ATTACHMENT 5: PROJECT WORK PLAN WORKSHEET**

1. PROGRAM GOAL: \_\_\_\_\_

\_\_\_\_\_

2. OBJECTIVES	3. TASKS	4. PERFORMED BY WHOM	5. OUTCOME	6. TIME FRAME

### ATTACHMENT 6: LOGIC MODEL WORKSHEET

<b>Inputs</b>	<b>Outputs</b>		<b>Outcomes -- Impact</b>		
	<i>Activities</i>	<i>Participation</i>			
What are the existing resources available to carry out the work?	What needs to get done to make the project successful?	Who needs to be involved and how to carry out the work?	What are the goals, objectives and impact of the proposed program?		

**Assumptions ;**  
**What other assumptions are made as it relates to the projected success of the program?**

**External Factors:**  
 What other external factors must be considered and what barriers need to be removed to encourage success?

Acknowledgement for the sample logic model is given to the W.K. Kellogg Foundation. For more information, please refer to: <http://www.wkkf.org/>

**ATTACHMENT 6.1 - CCC SMHP Logic Model**

Inputs	Outputs		Outcomes -- Impact		
	Activities	Participation	Short	Medium	Long
<p>Grant funding support from CalMHSA</p> <p>Partnership between the CCCCCO and FCCC for fiscal and program oversight</p> <p>Staff support at the CCCCCO CCC MHSAC and other stakeholder groups</p> <p>CCCCCO and FCCC infrastructure support: website, CCC Confer, facilities, 800 number Committed partners throughout the CCC system</p> <p>Community partners (NAMI, Ca Network, REMHDCO, veteran's organizations, etc)</p> <p>Private partnerships (Zellerbach Family Foundation)</p> <p>Existing models and programs that can be shared</p>	<ol style="list-style-type: none"> <li>1. Develop and implement a campus based mini grant process to fund faculty and staff training, peer to peer, and suicide prevention resources on 12 California community college campuses.</li> <li>2. Develop and implement a statewide student mental health training and technical assistance system to:                             <ul style="list-style-type: none"> <li>support implementation of the campus grants;</li> <li>provide regional trainings on priority student mental health topics, including the needs of student veterans;</li> <li>develop resources and tools that can be used on all campuses and throughout all communities in the state</li> </ul> </li> <li>3. Develop a statewide effort to support online faculty and staff training in all interested campuses and districts</li> <li>4. Evaluate project.</li> <li>5. Collaborate with stakeholders, CSU and UC, community groups, and county mental health</li> <li>6. Participate in the CalMHSA Student Mental Health Consortium</li> </ol>	<p>CCCSMHP Project staff CCCCMHSAC (includes participation by stakeholder groups)</p> <p><u>Key groups:</u> CSSOs HSACCC MHWA DSPS DRCC</p> <p>TTA provider (contractor) Online gatekeeper training provider/vendor Campus grant contacts/coordinators evaluator County mental health CalMHSA Agencies/ organizations funded through other statewide projects CSU and UC representatives Veterans services organizations and partners doing similar work Faculty, staff, and students</p>	<p>12 campus grants funded</p> <p>TTA contractor identified and SOW developed</p> <p>Training needs and grant priorities identified</p> <p>Online training provider or vendor identified</p> <p>Campuses or venues for regional trainings on priority topics identified</p> <p>CCCSMHAC's role and responsibilities revised and 3 meetings convened</p> <p>Methods for coordinating with CSU and UC detailed and refined</p>	<p>Increase in CCC faculty, staff, and student knowledge of suicide or its risk factors (<u>measure:</u> pre/post surveys, sign in sheets or tracking at workshops and online events)</p> <p>Increase in the number of quality resources available to faculty, staff, and students to support mental health and wellness at all campuses and communities (<u>measure:</u> curricula, presentations, guides, fact sheets, protocols, web resources)</p> <p>Increased collaboration among Ca's three systems of higher education (<u>measure:</u> evidence of projects that address transfer students) Increase in the number of community colleges that have relationships with county mental health (<u>measure:</u> list of programs and campuses with relationships)</p>	<p>Student success and retention through increased access to quality student support services State and local capacity to support all students at risk of mental health conditions, by creating linkages with community resources</p> <p><u>Decrease in:</u> incidents of suicide or suicide attempts among students (HSACCC data, state level data sources) stigma and discrimination as a barrier for students seeking services disparities in access to services</p> <p><u>Other:</u> sustainable programs created through formal partnerships with county mental health and other agencies (MOUs, PEI plans)</p>
<b>Assumptions</b>			<b>External Factors</b>		
<ul style="list-style-type: none"> <li>• Long term outcomes are jointly obtained by all three systems and other statewide programs in an integrated approach facilitated by CalMHSA and inclusive of stakeholder input</li> <li>• Campuses or districts will participate application process for campus grant funding</li> <li>• CCC staff support will be maintained</li> <li>• Ability for timely flow of funding to allow for immediate implementation</li> <li>• Balanced approach with respect to administrative requirements for reporting and data collection</li> </ul>			<ul style="list-style-type: none"> <li>• Fiscal uncertainty at state and local level may impact ability to obtain sustainability</li> <li>• DOF proposal to cut key state administrative positions, including the CCCs</li> <li>• Low morale among campus mental health providers due to increase in needs while funding resources decrease</li> </ul>		
<ul style="list-style-type: none"> <li>• Programs and services are scalable to existing funding and achievable within grant timeframes (4 years)</li> <li>• Data driven, culturally competent and appropriate services for students, faculty, staff</li> <li>• Wellness and resilience focus across the lifespan; reflective of diverse populations and individuals with lived experience</li> <li>• Statewide approach with consideration to geographic diversity</li> </ul>					

## ATTACHMENT 7: SAMPLE QUARTERLY REPORT FORM

**California Community Colleges Student Mental Health Program  
Campus Based Grants Quarterly Reporting Form**

COLLEGE/CONSORTIA NAME	QUARTERLY REPORTING PERIOD	REPORT INCLUSIONS		
<i>Name of College/Consortia</i>	<i>January 1, 2012-March 31, 2012</i>	Quarterly Narrative	Y	N
REPORT PREPARER	REPORT SUBMISSION DATE	Quarterly Financial Report	Y	N
<i>JohnDoe</i>	<i>April 21, 2012 (within 30 days of due date)</i>	Invoice	Y	N

### SECTION 1: NARRATIVE ABSTRACT

Respond to each abstract with 250 words or less – bulleted lists are encouraged.

1. What activities were completed under this reporting period, as they relate to your contract deliverables?
2. Have you encountered any problems or barriers during the reporting period that prevented you from completing your required activities?
3. Is there any assistance that CCC SMHP can provide to address any problems/barriers identified in question #2 above?
4. Are you on track to complete your deliverables as required in your contracts? Please indicate where you are ahead of/behind schedule.

### SECTION 2: GUIDING PRINCIPLES

Please provide quantitative data as well as narrative summary in response to each of the Guiding Principles and your activities during the quarterly reporting period. Respond to each abstract with 250 words or less – bulleted lists are encouraged. Attach tables, including demographics, where possible.

The CCC SMHP fully supports the CalMHPA Guiding Principles of service which guide this and other aspects of the overall PEI student mental health initiative. For the purposes of grants provided under this RFA, the principles are intended to ensure that services delivered adhere to the following:

- Services should be complimentary to other CCC SMHP funded programs and services and should complement other state, regional and local resources.
- Services should include stakeholder involvement.
- Services should be culturally and linguistically competent, respectful and inclusive of California's diverse population across all age groups including seniors.
- Services should have a lifespan appropriate focus for children; transition age youth, including transition age foster care youth, and for adults and older adults.
- Services should address the relevant geographical diversity within the college or district catchment area as appropriate.
- Services should optimally leverage federal, state and local resources.
- Services provided by the grantee shall be achievable within the term of its agreement with CCC SMHP.
- Services should support data driven policy and evidence-based, promising and community defined practices.
- Services should improve the cultural competence and appropriateness of suicide prevention activities.
- The scale of program implemented under the grant with the CCC SMHP should be consistent with degree and amount of available resources.

1. Please summarize your progress and challenges in collaborating with CCCSMHP contractors (i.e. Training and Technical Assistance, Suicide Prevention Training, etc.)
2. Please summarize your progress and/or challenges in collaborating with higher education, community, and stakeholder partners in your region.
3. Please describe faculty and staff training activities undertaken within the past quarter.
4. Please describe peer-to-peer activities undertaken within the past quarter.
5. Please describe any suicide prevention activities undertaken within the past quarter.
6. Describe activities your project has undertaken to ensure cultural and linguistic competence (i.e. staffing, materials developed, training engaged, stakeholder recruitment, audience outreach and/or other project areas that have changed or expanded as a result of implementing your contract with CCC SMHP).
7. Please describe how your project has a lifespan focus that target populations, directly and/or indirectly.

*Report Preparer: please remember to include with the responses to the abstract, the Quarterly Financial Report and the latest invoice, and relevant attachments.*

## ATTACHMENT 8: TERMS AND CONDITIONS

1. **Legal and Regulatory Compliance:** Contractor shall perform all Services in compliance with the applicable requirements of laws, codes, rules, regulations, ordinances, and standards of the State of California, and applicable federal and local law.
2. **Insurance:** The Contractor must, at its sole cost and expense, obtain, keep in force, and maintain insurance listed in the Services Agreement (Attachment 10, Section 10: Insurance and Indemnification).
3. **Indemnification:** The Contractor, heirs and/or approved assigns (“Indemnitor”) must indemnify, defend, and hold FCCC and its directors, officers, agents and employees (collectively “Indemnitees”) harmless from any and all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorneys’ fees resulting from, arising out of, or connected with (a) the performance of services or omissions relating to same under this Agreement by Contractor, Contractor’s employees, Contractor’s subcontractors, or any person or entity for whom Contractor is responsible; (b) any breach by Contractor of this Agreement; and/or (c) Indemitor’s or Indemnitees’ infringement or misappropriation of any intellectual property rights relating, in any way, to the performance of Services. Indemitor’s indemnification obligations will not be limited by any assertion or finding that (1) Indemnitees are liable by reason of non-delegable duty, or (2) losses were caused in part by the negligence, breach of contract, or violation of law by Indemnitees. FCCC must approve the extension of all settlement offers and approval will not be unreasonably withheld. The Indemnitor will furnish Indemnitees with all related evidence in its control regardless of any disputes. The duty to defend (including by counsel) shall arise regardless of any claim or assertion including, but not limited to, those claims or assertions that Indemnitees caused or contributed to the losses, liabilities, claims, demands, costs, expenses or damages. Nothing in this Agreement shall constitute a waiver or limitation of any rights which Indemnitees may have under applicable law, including without limitation, the right to implied/equitable indemnity.
4. **Non-Discrimination:** The Contractor shall not discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. The Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Contractor shall comply with all applicable federal state and/or local laws or regulations including but not limited the provisions of the Fair Employment and Housing Act (Government Code section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5

of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Contractor shall require non-discrimination compliance by Contractor's employees, subcontractors, or any person or entity for which Contractor is responsible and shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

5. **Child Support Compliance Act:** In accordance with Public Contract Code 7110, the Contractor must acknowledge that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and (b) it shall fully comply with the earnings assignment orders of all employees and will provide the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

6. **Confidentiality:**

- 6.1 Contractor must not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in Contractor's assigned duties and for the benefit of FCCC, any of FCCC's Confidential Information, either during or after Contractor's relationship with FCCC. Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the business in which FCCC is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FCCC, whether or not such information is identified as Confidential Information by FCCC. This paragraph shall survive the expiration or early termination of this Agreement.

- 6.2 Subject to all applicable federal state and/or local laws or regulations, the Contractor must agree that Protected Health Information (PHI), as defined in 45 CFR Section 164.501, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Agreement will be kept confidential and not be disclosed to any other person. The Contractor must agree to immediately notify FCCC if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this Agreement. This provision shall remain fully effective five years after termination of services to FCCC.

7. **Audits; Access to Records:** The Contractor shall make available to FCCC and CalMHSA for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to FCCC and/or CalMHSA, and shall furnish to FCCC and/or CalMHSA such other evidence or information as FCCC and/or CalMHSA may require with regard to any such expenditure or disbursement charged by the Contractor. The Contractor shall maintain full and adequate records in accordance with CalMHSA requirements to show the actual costs incurred by the Contractor in the performance of this Agreement. If such books and records are not kept and maintained by the Contractor within the State of California, the Contractor shall, upon request of FCCC and/or CalMHSA, make such books and records available to FCCC and/or CalMHSA for inspection at a location within the state or Contractor shall pay to FCCC and/or CalMHSA the reasonable, and necessary costs incurred by FCCC and/or CalMHSA in inspecting the Contractor's books and records, including, but not limited to, travel, lodging and subsistence costs. The Contractor shall provide such assistance as may be reasonably required in the course of such inspection. FCCC and CalMHSA further reserve the right to examine and reexamine said books, records and data during the three (3) year period following termination of the Agreement or completion of all work hereunder, and the Contractor shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for three (3) years after FCCC makes the final or last payment or within three (3) years after any pending issues between FCCC and/or CalMHSA and the Contractor with respect to this Agreement are closed, whichever is later.
8. **Documents and Materials:** The Contractor shall maintain and make available to FCCC and CalMHSA for its inspection and use during the term of this Agreement, all Documents and Materials. Contractor agrees to provide FCCC access (with the ability to copy same) to Contractor's records arising, in any way, under this Agreement ("Records"), within five (5) calendar days of a written request for such access. Contractor will preserve Records as required by applicable federal, state or local laws, but in no event for a period of less than three (3) years from the date of final payment under this Agreement. This paragraph is deemed material to the formation of this Agreement. It is the responsibility of the Contractor to insure all documents and materials are in compliance with applicable industry regulations and standards.
9. **Advertising or Publicity:** Contractor shall not use the name of FCCC or CalMHSA, its officers, directors, employees or agents, in advertising, social marketing campaigns, publicity releases or otherwise without securing the prior written consent of FCCC or CalMHSA in each instance.
10. **Intellectual Property:**
  - 10.1 Contractor agrees that any and all Services rendered and documents or other materials, inventions, processes, and/or trademarks or servicemarks first

created, first developed or first produced pursuant to this Agreement (“Work Product”) whether by Contractor, or any employees or subcontractors to Contractor, shall be and are Work Made for Hire pursuant to Section 201 of the United States Copyright Act of 1976, as amended (the “Copyright Act”). The copyright for all Work Product first created, first developed, or first produced as a result of this Agreement shall belong to FCCC and all rights, title, and interest in and to the Work Product first created, first developed, or first produced under this Agreement or under any subcontract shall be assigned and transferred to FCCC. This Work Made for Hire clause shall survive the expiration or early termination of this Agreement. Accordingly, without limiting the generality of the foregoing, FCCC shall be deemed to own, without any restrictions or limitations whatsoever, the sole and exclusive rights to prepare derivative works based on the Work Product and to reproduce, adapt, distribute, publicly perform and display, sublicense and otherwise exploit the Work Product and such derivative works, by any and all means and in any and all media now or hereafter known throughout the world and in perpetuity.

- 10.2 To the extent the Work Product is not deemed to be a Work Made for Hire, Contractor hereby irrevocably and unconditionally assigns, transfers, releases, and conveys to FCCC all rights, title and interest to such Work Product, including but not limited to all other patent rights, copyrights, trademark rights, and trade secret rights. To the extent the Work Product is not deemed to be a Work Made for Hire, Contractor also hereby irrevocably and unconditionally grants to FCCC and CalMHSA a non-exclusive license to use Contractor’s interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 6 (Confidentiality), such license shall grant to FCCC and CalMHSA a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and may authorize others to do the same by or on behalf of FCCC or CalMHSA for non-commercial purposes. In Contractor’s contracts with subcontractors, Contractor shall expressly obligate its subcontractors to grant FCCC and CalMHSA the aforesaid license rights as to subcontractor’s Deliverables under the Agreement.
- 10.3 To the extent that Contractor is legally able to do so, Contractor shall grant to CalMHSA a non-exclusive license to use Contractor’s interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 9 (Confidentiality), such license shall grant to CalMHSA a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and may authorize others to do the same by or on behalf of CalMHSA for non-commercial purposes. This explicitly includes the electronic copies of such copyrighted

works. In Contractor's contracts with subcontractors, Contractor shall expressly obligate its subcontractors to grant CalMHSA the aforesaid license rights as to subcontractor's Deliverables under this Agreement.

- 10.4 Contractor represents and warrants to FCCC all of the following: (a) that Contractor owns and controls all the intellectual property rights for any work not first created, first developed or first produced pursuant to this Agreement, or if licensed by Contractor, Contractor has all necessary rights and licenses to grant the license and rights granted herein; trade secret know-how, moral rights or other intellectual property rights of any third party; and (b) there are no contracts which prohibit Contractor from (i) performing the Services necessary to fulfill the terms of this Agreement and (ii) licensing to FCCC all the rights granted hereunder.
- 10.5 If this Agreement is terminated, Contractor will promptly, upon request, provide to FCCC all Work Product prepared, in both hard and soft format. FCCC retains the right to use Work Product regardless of any disputes including but not limited to disputes over compensation.

11. **Provisions Relating to Data:**

- 11.1 "Data" as used in this Agreement means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work; or be usable or be used to define a design or process; or support a premise or conclusion asserted in any deliverable document called for by this Contract. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical models, collections or extrapolations of data or information, etc. It may be in machine form, as punched cards, magnetic tape, computer printouts, or may be retained in computer memory.
- 11.2 "Generated data" is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at FCCC and/or CalMHSA expense, together with complete documentation thereof, shall be treated in the same manner as generated data.

- 11.3 “Deliverable data” is that data which under terms of this Agreement is required to be delivered to CalMHSa. Such data shall be property of CalMHSa.
- 11.4 Prior to the expiration of any legally required retention period and before destroying any data, Contractor shall notify FCCC and CalMHSa of any such contemplated action; and CalMHSa may within 30 days of said notification determine whether or not this data shall be further preserved. If it makes such a determination, CalMHSa shall pay the expense of further preserving this data. CalMHSa shall have unrestricted reasonable access to the data that is preserved in accordance with this Contract.
- 11.5 Contractor shall use best efforts to furnish competent witnesses and to identify such competent witnesses to testify in any court of law regarding data used in or generated under the performance of this Contract.

12. **Publication of Evaluation Data or Reports:**

- 12.1 Contractor shall not disclose data or documents or disseminate the contents of the final or any preliminary report without written permission of FCCC and CalMHSa. However, all public entities shall comply with California Public Records Act (Government Code Sections 6250 et seq.) and the Freedom of Information Act (Title 5 of the United States Code Section 552), as applicable. The obligations herein not to disclose is also subject to other applicable federal state and/or local laws or regulations, including but not limited to the Richard McKee Transparency Act of 2011.
- 12.2 Permission to disclose information or documents on one occasion shall not authorize Contractor to further disclose such information or documents on any other occasions except as otherwise provided in the Contract or required by law.
- 12.3 If requested by FCCC or CalMHSa, Contractor shall require each of its employees or officers who will be involved in the performance of this Contract to agree to the above terms in a form to be approved by State and shall supply State with evidence thereof.
- 12.4 Each subcontract shall contain the foregoing provisions related to the confidentiality of data and nondisclosure.

- 12.5 After any data or documents submitted has become a part of the public records of CalMHSA, Contractor may at its own expense and upon written approval by CalMHSA, publish or utilize the same data or documents but shall include the following Notice:

LEGAL NOTICE

This report was prepared as an account of work sponsored by the California Mental Health Services Authority (CalMHSA), but does not necessarily represent the views of CalMHSA or its staff except to the extent, if any, that it has formally been approved by CalMHSA. For information regarding any such action, communicate directly with CalMHSA's Executive Director. Neither CalMHSA, nor any officer or staff thereof, or any of its contractors or subcontractors makes any warranty, express or implied, or assumes any legal liability whatsoever for the contents of this document. Nor does any party represent that use of the data contained herein, would not infringe upon privately owned rights without obtaining permission or authorization from any party who has any rights in connection with the data.

13. **Disclaimer of Responsibility for Content of Contractor's Publications:** If Contractor allows members of the public to contribute to its website, blog, social media page, or other site, Contractor shall display a disclaimer substantially similar to the following:

All information, data, text, software, music, sound, photographs, video, messages, blog posts, user comments and other materials, whether publicly posted or privately transmitted, are the sole responsibility of the individual source of said content. Individuals using this site are entirely responsible for the content they upload, post, e-mail, transmit, or otherwise make available here. [Contractor], FCCC, and CalMHSA are in no way responsible for the content posted here, and therefore cannot guarantee its accuracy, integrity, or quality. By using this site, you may be exposed to content that is offensive or objectionable. Under no circumstances are we liable for content that includes errors or omissions, or for loss or damage of any kind incurred as a result of using this site's content.

14. **Use of Public Funds:** Contractor, including its officers and members, shall not use funds received pursuant to the Agreement to support or pay for costs or expenses related to the following: (1) Campaigning or other partisan activities to advocate for either the

election or defeat of any candidate for elective office, or for or against the passage of any proposition or ballot measure; or (2) Lobbying for either the passage or defeat of any legislation. This provision is not intended and shall not be construed to limit any expression of a view, opinion, or position of any member of Contractor as an individual or private citizens, as long as state funds are not used; nor does this provision limit Contractor from merely reporting the results of a poll or survey of its membership.

15. **Subcontracting:** Contractor may employ subcontractors in accordance with Section 12.3 of the Services Agreement. Contractor must submit a request to FCCC, and receive FCCC approval in writing prior to employing subcontractors.
16. **Law to Govern; Venue:** This Agreement shall be interpreted, governed and construed in accordance with the internal substantive laws of the State of California. Any dispute or claim arising from this Agreement shall be resolved in a state or federal court in Sacramento, California. The parties specifically submit to the personal jurisdiction and subject matter jurisdiction of the state and federal courts located in Sacramento, California.
17. **Taxes:** The Contractor shall be solely liable for all taxes, including but not limited to personal property or use taxes, on all equipment, material, software or other property owned, leased, or otherwise used by the Contractor in performance of the contract.
18. **Termination:** FCCC shall have the right to terminate the agreement with the Contractor for any reason, without penalty, at any time by providing Contractor with written notice of the termination at least thirty (30) days in advance.

## **ATTACHMENT 9: PROGRAM ADMINISTRATOR/COORDINATOR DUTIES**

Participating community college districts/colleges select a Program Administrator/Coordinator to assume lead responsibility for the Project's campus administration and coordination. Upon selection, the name and contact information for this position should be forwarded to the FCCC.

The position of Program Administrator/Coordinator must be addressed in Section V: Program Management, Staffing and Support, of the proposal. Budgetary information regarding this position may be found in Attachment 3: Budget Instructions. The following are responsibilities of the Program Administrator/Coordinator.

- Ensure the success of all funded prevention and early intervention activities under this grant.
- Market the projects on campus and in the community.
- Foster community partnerships with County Mental Health agencies, neighboring community colleges, UC, and CSU.
- Coordinate the administration of the budget including: monitoring budget expenses, adhering to allowable costs guidelines, processing invoices, submission of reports, and authorizing payments for Project expenses.
- Submit Quarterly Program progress reports, and monthly invoices to the CCC SMHP office.
- Participate in Program evaluation conducted by the CCC SMHP through its evaluation contractor, and CalMHSA's statewide evaluation contractor, the RAND Corporation.
- Coordinate and attend conference calls and meetings with CCC SMHP, at least on a monthly basis, to provide Project updates, address Project issues and develop solutions.
- Continue participation based on a semester-by-semester evaluation with satisfactory progress towards the goals contained in the submitted proposal and Standard Service Agreement between the college/consortium and the FCCC.
- Ensure that once selected, colleges receive the following:
  - Program orientation.
  - Access to all components of CCC SMHP:
    - Training and Technical Assistance
    - Suicide Prevention Training for Faculty and Staff

**ATTACHMENT 10:**



**SAMPLE ONLY – CONTENTS MAY BE SUBJECT TO CHANGE**

**STANDARD SERVICES AGREEMENT**

**THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

**And**

\_\_\_\_\_  
Month, Year

This SERVICES AGREEMENT (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the Foundation for California Community Colleges (“FCCC”), a California non-profit 501(c)(3) corporation and \_\_\_\_\_ (“Contractor”).

**1. Background**

FCCC is the official auxiliary foundation for the California Community College system, recognized by the Board of Governors under California Education Code § 72670.5. FCCC is the fiscal agent for the California Community Colleges Student Mental Health Program (“CCC SMHP”). FCCC receives funding for CCC SMHP via an agreement with the California Mental Health Service Authority (“CalMHSA”).

Contractor agrees to perform all its duties and to comply with all federal, state, and local laws and regulations applicable to CCC SMHP, including but not limited to those identified in this Agreement.

**2. Services, Deliverables**

Contractor shall perform the services and meet the deliverables set forth in RFA #12-003, which in its entirety shall serve as Exhibit A (the “Services”).

**3. Term, Termination**

3.1 Term. The period of this Agreement is from \_\_\_\_ to \_\_\_\_ (“Term”) at which time, this Agreement will automatically terminate. Any extension to this Agreement must be in writing and signed by authorized signatories of FCCC and the Contractor.

3.2 Termination for Convenience. FCCC shall have the right to terminate the agreement with the Contractor. for any reason, without penalty, at any time by providing Contractor with written notice of the termination at least thirty (30) days in advance.

3.3 Procedures at Termination. Contractor must cease or reduce work immediately upon receiving the notice of termination or as required by the written notice and take all steps possible to mitigate losses. FCCC shall only be liable to Contractor for the actual amount of time Contractor devoted to performing Services pursuant to this Agreement, up until the effective date of the cancellation or as otherwise identified, in writing, by FCCC. This provision does not preclude FCCC from raising disputes concerning Contractor’s Services rendered. Contractor hereby waives any other claim for damages including but not limited to damages claims for lost profits, liquidated damages, punitive damages, general or special damages, indirect or consequential damages arising from FCCC’s termination of this Agreement.

#### **4. Compensation**

4.1 Payment. FCCC shall compensate Contractor for Services provided under this Agreement, retaining the right to withhold payment for any unsatisfactory Services until such time as the Services are performed satisfactorily. [Time will be compensated based on the intervals/milestones as follows: \_\_\_\_ OR a flat fee of \$\_\_\_ per month OR at an hourly rate of \$\_\_\_ per hour.] The total not-to-exceed amount of this Agreement is \$\_\_\_\_\_. Payments to Contractor will be made upon receipt of an invoice itemizing costs. Any travel costs will be paid on a cost reimbursable basis at actual costs when supported by receipts and approved by the FCCC Program Director identified in section 5 (Notices).

#### **5. Notices**

All notices and other communications required or permitted to be given under this Agreement, including but not limited to any notice of change of address, must be directed to the following individuals:

#### **FOUNDATION:**

##### PROGRAM DIRECTOR (All Programmatic Issues):

Jorge J.C. Sales  
Program Manager, CCC SMHP  
Foundation for California Community Colleges  
1102 Q Street, Suite 3500  
Sacramento, CA 95811  
916-425-8575

SMHP@foundationccc.org

CONTRACTS (Contracts Issues Only, including but not limited to Contract Notices):

Contracts Manager  
Foundation for California Community Colleges  
1102 Q Street, Suite 3500  
Sacramento, CA 95811  
916-325-4300

**CONTRACTOR:**

INDIVIDUAL NAME  
COMPANY NAME  
ADDRESS  
PHONE NUMBER  
FAX NUMBER  
EMAIL

All notices shall be in writing and shall be emailed, personally delivered, certified mail, postage prepaid and return receipt requested, or by overnight courier service. Notice shall be deemed effective on the date emailed, personally delivered, or if mailed, five (5) days after deposit of the same in the custody of the United States Postal Service or overnight courier service.

**6. Confidentiality**

6.1 Contractor shall not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in Contractor's assigned duties and for the benefit of FCCC, any of FCCC's Confidential Information, either during or after Contractor's relationship with FCCC. Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the business in which FCCC is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FCCC, whether or not such information is identified as Confidential Information by FCCC. This paragraph shall survive the expiration or early termination of this Agreement.

6.2 Subject to all applicable federal state and/or local laws or regulations, the Contractor must agree that Protected Health Information (PHI), as defined in 45 CFR Section 164.501, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Agreement will be kept confidential and not be disclosed to any other person. The Contractor must agree to immediately notify FCCC if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this Agreement. This provision shall remain fully effective five years after termination of services to FCCC.

## **7. Intellectual Property**

7.1 Contractor agrees that any and all Services rendered and documents or other materials, inventions, processes, and/or trademarks or servicemarks first created, first developed or first produced pursuant to this Agreement (“Work Product”) whether by Contractor, or any employees or subcontractors to Contractor, shall be and are Work Made for Hire pursuant to Section 201 of the United States Copyright Act of 1976, as amended (the “Copyright Act”). The copyright for all Work Product first created, first developed, or first produced as a result of this Agreement shall belong to FCCC and all rights, title, and interest in and to the Work Product first created, first developed, or first produced under this Agreement or under any subcontract shall be assigned and transferred to FCCC. This Work Made for Hire clause shall survive the expiration or early termination of this Agreement. Accordingly, without limiting the generality of the foregoing, FCCC shall be deemed to own, without any restrictions or limitations whatsoever, the sole and exclusive rights to prepare derivative works based on the Work Product and to reproduce, adapt, distribute, publicly perform and display, sublicense and otherwise exploit the Work Product and such derivative works, by any and all means and in any and all media now or hereafter known throughout the world and in perpetuity.

7.2 To the extent the Work Product is not deemed to be a Work Made for Hire, Contractor hereby irrevocably and unconditionally assigns, transfers, releases, and conveys to FCCC all rights, title and interest to such Work Product, including but not limited to all other patent rights, copyrights, trademark rights, and trade secret rights.

7.3 To the extent that Contractor is legally able to do so, Contractor shall grant to CalMHSA a non-exclusive license to use Contractor’s interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 6 (Confidentiality), such license shall grant to CalMHSA a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and may authorize others to do the same by or on behalf of CalMHSA for non-commercial purposes. This explicitly includes the electronic copies of such copyrighted works. In Contractor’s contracts with subcontractors, Contractor shall expressly obligate its subcontractors to grant CalMHSA the aforesaid license rights as to subcontractor’s Deliverables under this Agreement.

7.4 Contractor represents and warrants to FCCC all of the following: (a) that Contractor owns and controls all the intellectual property rights for any work not first created, first developed or first produced pursuant to this Agreement, or if licensed by Contractor, Contractor has all necessary rights and licenses to grant the license and rights granted herein; trade secret know-how, moral rights or other intellectual property rights of any third party; and (b) there are no contracts which prohibit Contractor from (i) performing the Services necessary to fulfill the terms of this Agreement and (ii) licensing to FCCC all the rights granted hereunder.

7.5 If this Agreement is terminated, Contractor will promptly, upon request, provide to FCCC all Work Product prepared, in both hard and soft format. FCCC retains the right to use

Work Product regardless of any disputes including but not limited to disputes over compensation.

## **8. Provisions Relating to Data:**

8.1 “Data” as used in this Agreement means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work; or be usable or be used to define a design or process; or support a premise or conclusion asserted in any deliverable document called for by this Contract. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical models, collections or extrapolations of data or information, etc. It may be in machine form, as punched cards, magnetic tape, computer printouts, or may be retained in computer memory.

8.2 “Generated data” is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at FCCC and/or CalMHSA expense, together with complete documentation thereof, shall be treated in the same manner as generated data.

8.3 “Deliverable data” is that data which under terms of this Agreement is required to be delivered to CalMHSA. Such data shall be property of CalMHSA.

8.4 Prior to the expiration of any legally required retention period and before destroying any data, Contractor shall notify FCCC and CalMHSA of any such contemplated action; and CalMHSA may within 30 days of said notification determine whether or not this data shall be further preserved. If it makes such a determination, CalMHSA shall pay the expense of further preserving this data. CalMHSA shall have unrestricted reasonable access to the data that is preserved in accordance with this Contract.

8.5 Contractor shall use best efforts to furnish competent witnesses and to identify such competent witnesses to testify in any court of law regarding data used in or generated under the performance of this Contract.

## **9. Publication of Evaluation Data or Reports**

9.1 Contractor shall not disclose data or documents or disseminate the contents of the final or any preliminary report without written permission of FCCC and CalMHSA. However, all public entities shall comply with California Public Records Act (Government Code Sections 6250 et seq.) and the Freedom of Information Act (Title 5 of the United States Code Section 552), as applicable. The obligations herein not to disclose is also subject to other applicable federal state and/or local laws or regulations, including but not limited to the Richard McKee Transparency Act of 2011.

9.2 Permission to disclose information or documents on one occasion shall not authorize Contractor to further disclose such information or documents on any other occasions except as otherwise provided in the Contract or required by law.

9.3 If requested by FCCC or CalMHSA, Contractor shall require each of its employees or officers who will be involved in the performance of this Contract to agree to the above terms in a form to be approved by State and shall supply State with evidence thereof.

9.4 Each subcontract shall contain the foregoing provisions related to the confidentiality of data and nondisclosure.

9.5 After any data or documents submitted has become a part of the public records of CalMHSA, Contractor may at its own expense and upon written approval by CalMHSA, publish or utilize the same data or documents but shall include the following Notice:

#### LEGAL NOTICE

This report was prepared as an account of work sponsored by the California Mental Health Services Authority (CalMHSA), but does not necessarily represent the views of CalMHSA or its staff except to the extent, if any, that it has formally been approved by CalMHSA. For information regarding any such action, communicate directly with CalMHSA's Executive Director. Neither CalMHSA, nor any officer or staff thereof, or any of its contractors or subcontractors makes any warranty, express or implied, or assumes any legal liability whatsoever for the contents of this document. Nor does any party represent that use of the data contained herein, would not infringe upon privately owned rights without obtaining permission or authorization from any party who has any rights in connection with the data.

9.6 Disclaimer of Responsibility for Content of Contractor's Publications. If Contractor allows members of the public to contribute to its website, blog, social media page, or other site, Contractor shall display a disclaimer substantially similar to the following:

All information, data, text, software, music, sound, photographs, video, messages, blog posts, user comments and other materials, whether publicly posted or privately transmitted, are the sole responsibility of the individual source of said content. Individuals using this site are entirely responsible for the content they upload, post, e-mail, transmit, or otherwise make available here. [Contractor], FCCC, and CalMHSA are in no way responsible for the content posted here, and therefore cannot guarantee its accuracy, integrity, or quality. By using this site, you may be exposed to content that is offensive or objectionable. Under no circumstances are we liable for content that includes errors or omissions, or for loss or damage of any kind incurred as a result of using this site's content.

## **10. Insurance and Indemnification**

10.1 Indemnification. The Contractor, its/his/her heirs and/or its/his/her approved assigns ("Indemnitor") agrees to indemnify, defend, and hold FCCC and its directors, officers, agents and employees (collectively "Indemnitees") harmless from any and all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorneys' fees resulting from, arising out of, or connected with (a) the performance of services or omissions relating to same under this Agreement by Contractor, Contractor's employees, Contractor's subcontractors, or any person or entity for whom Contractor is responsible; (b) any breach by Contractor of this Agreement; and/or (c) Indemitor's or Indemnitees' infringement or misappropriation of any intellectual property rights relating, in any way, to the performance of Services. Indemnitor's indemnification obligations will not be limited by any assertion or finding that (1) Indemnitees are liable by reason of non-delegable duty, or (2) losses were caused in part by the negligence, breach of contract, or violation of law by Indemnitees. FCCC must approve the extension of all settlement offers and approval will not be unreasonably withheld. The Indemnitor will furnish Indemnitees with all related evidence in its control regardless of any disputes. The duty to defend (including by counsel) shall arise regardless of any claim or assertion including, but not limited to, those claims or assertions that Indemnitees caused or contributed to the losses, liabilities, claims, demands, costs, expenses or damages. Nothing in this Agreement shall constitute a waiver or limitation of any rights which Indemnitees may have under applicable law, including without limitation, the right to implied/equitable indemnity.

10.2 Insurance. Contractor, at Contractor's sole cost and expense, will obtain, keep in force, and maintain throughout the term of this Agreement evidence of the required insurance coverage set forth below. All insurance required to be carried by Contractor and/or Indemnitor

shall be primary, and not contributory, to any insurance carried by FCCC. Contractor, upon the execution of this Agreement, shall cause their insurance carrier(s) to furnish FCCC with a properly executed Certificate(s) of Insurance, including copies of additional insured endorsement adding "Foundation for California Community Colleges, its directors, officers, and employees" to the General Liability policy. Coverages required will not limit any liability of Contractor and shall include:

- A. Workers' compensation as required under the Workers' Compensation and Safety Act of the State of California, as amended from time to time;
- B. Commercial general liability insurance with a combined single limit of no less than \$1 million per occurrence and automobile liability insurance for all owned, scheduled, or hired automobiles with a combined single limit of no less than \$1 million per accident. Each policy of insurance required in subsection B shall state that not less than thirty days' written notice shall be given to FCCC prior to cancellation; and, shall waive all rights of subrogation against the additional insured; and
- C. Professional Liability covering liability arising from any error, omission, negligent or wrongful act of the Grantee, its officers, employees, agents, independent contractors or subcontractors with limits of not less than \$1 million per occurrence and \$2 million aggregate.
- D. Contractor shall notify FCCC in the event of material change in, or failure to renew each policy required under subsections A, B or C.
- E. Prior to commencing work, Contractor shall deliver to FCCC certificates of insurance and any required additional insured endorsements demonstrating compliance with these requirements. Any failure of FCCC to require certificates of insurance and additional insured endorsements shall not operate as a waiver of these requirements.

## **11. Independent Status**

It is understood and agreed that Contractor is an independent contractor, and no relationship of employer and employee is created by this Agreement. Contractor is not the agent or employee of CCC SMHP in any capacity whatsoever, and CCC SMHP shall not be liable for any acts or omissions by Contractor nor for any obligations or liabilities incurred by Contractor.

## **12. General Terms**

12.1 Captions and Interpretation. Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. Paragraph headings shall not be deemed to define, limit or extend the scope or intent of the paragraphs to which they appertain.

12.2 Assignment and Delegation. This Agreement may not be assigned or otherwise transferred by either party without the prior written consent of the other party; however, either party will have the right to assign its rights and obligations under this Agreement in connection with a merger, acquisition, or sale transfer of substantially all of its assets. Any assignment by Contractor not in accordance with this paragraph will be void, at the option of FCCC.

12.3 Subcontracting Conflicts. Contractor may ~~not~~ employ subcontractors, ~~unless~~ provided Contractor submits a request to FCCC to employ subcontractors and FCCC approves said request in writing. All subcontracts approved by FCCC and entered into by Contractor with an approved subcontractor shall the provisions in Section 7 (Intellectual Property). Notwithstanding the foregoing, Contractor will not hire any current or past employee of FCCC to perform any Services covered by this Agreement. Contractor represents and warrants that to the best of its/his/her knowledge, there exists no actual or potential conflict between Contractor's family, business, or financial interests and FCCC or the Services provided under this Agreement. Contractor agrees to promptly disclose, in writing, to the FCCC Contract Contact listed under Section 5 (Notices) above any actual or potential conflicts of interests.

12.4 Legal and Regulatory Compliance. Contractor shall perform all Services in compliance with the applicable requirements of laws, codes, rules, regulations, ordinances, and standards of the State of California, and applicable federal and local law.

12.5 Non-Discrimination. The Contractor shall not discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. The Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Contractor shall comply with all applicable federal state and/or local laws or regulations including but not limited the provisions of the Fair Employment and Housing Act (Government Code section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Contractor shall require non-discrimination compliance by Contractor's employees, subcontractors, or any person or entity for whom Contractor is responsible and shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

12.6 Child Support Compliance Act. In accordance with Public Contract Code 7110, the Contractor must acknowledge that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and (b) it shall fully comply with the earnings assignment orders of all employees and will provide the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

12.7 Audits; Access to Records. The Contractor shall make available to FCCC and CalMHSA for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to FCCC and/or CalMHSA, and shall furnish to FCCC and/or CalMHSA such other evidence or information as FCCC and/or CalMHSA may require with regard to any such expenditure or disbursement charged by the Contractor. The Contractor shall maintain full and adequate records in accordance with CalMHSA requirements to show the actual costs incurred by the Contractor in the performance of this Agreement. If such books and records are not kept and maintained by the Contractor within the State of California, the Contractor shall, upon request of FCCC and/or CalMHSA, make such books and records available to FCCC and/or CalMHSA for inspection at a location within the state or Contractor shall pay to FCCC and/or CalMHSA the reasonable, and necessary costs incurred by FCCC and/or CalMHSA in inspecting the Contractor's books and records, including, but not limited to, travel, lodging and subsistence costs. The Contractor shall provide such assistance as may be reasonably required in the course of such inspection. FCCC and CalMHSA further reserve the right to examine and reexamine said books, records and data during the three (3) year period following termination of the Agreement or completion of all work hereunder, and the Contractor shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for three (3) years after FCCC makes the final or last payment or within three (3) years after any pending issues between FCCC and/or CalMHSA and the Contractor with respect to this Agreement are closed, whichever is later.

12.8 Documents and Materials. The Contractor shall maintain and make available to FCCC and CalMHSA for its inspection and use during the term of this Agreement, all Documents and Materials. Contractor agrees to provide FCCC access (with the ability to copy same) to Contractor's records arising, in any way, under this Agreement ("Records"), within five (5) calendar days of a written request for such access. Contractor will preserve Records as required by applicable federal, state or local laws, but in no event for a period of less than three (3) years from the date of final payment under this Agreement. This paragraph is deemed

material to the formation of this Agreement. It is the responsibility of the Contractor to insure all documents and materials are in compliance with applicable industry regulations and standards.

12.9 Advertising or Publicity. Contractor shall not use the name of FCCC or CalMHSA, its officers, directors, employees or agents, in advertising, social marketing campaigns, publicity releases or otherwise without securing the prior written consent of FCCC or CalMHSA in each instance.

12.10 Use of Public Funds. Contractor, including its officers and members, shall not use funds received pursuant to the Agreement to support or pay for costs or expenses related to the following: (1) Campaigning or other partisan activities to advocate for either the election or defeat of any candidate for elective office, or for or against the passage of any proposition or ballot measure; or (2) Lobbying for either the passage or defeat of any legislation. This provision is not intended and shall not be construed to limit any expression of a view, opinion, or position of any member of Contractor as an individual or private citizens, as long as state funds are not used; nor does this provision limit Contractor from merely reporting the results of a poll or survey of its membership.

12.11 Taxes. The Contractor shall be solely liable for all taxes, including but not limited to personal property or use taxes, on all equipment, material, software or other property owned, leased, or otherwise used by the Contractor in performance of the contract.

12.12 Debarment and/or Suspension. Contractor shall comply with Executive Order 12549, Debarment and Suspension. Contractor represents and warrants that Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency or any California state department or agency.

12.13 Entire Agreement. This Agreement constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between FCCC and Contractor regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by FCCC and shall not be of any effect or in any way binding upon FCCC. ***[If there are exhibits:*** To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail.]

12.14 Modification of Agreement. This Agreement may be modified only by a written agreement dated subsequent to the effective date and signed by authorized representatives of each party. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

12.15 Law to Govern; Venue. This Agreement shall be interpreted, governed and construed in accordance with the internal substantive laws of the State of California. Any dispute or claim arising from this Agreement shall be resolved in a state or federal court in Sacramento, California. The parties specifically submit to the personal jurisdiction and subject matter jurisdiction of the state and federal courts located in Sacramento, California.

12.16 Taxpayer Identification. A Federal Form W-9, Request for Taxpayer Identification number and Certification must be completed by Contractor immediately following execution of this Agreement and shall thereafter be promptly transmitted to FCCC.

12.17 Time of the Essence. Time is of the essence with respect to all provisions of this Agreement.

12.18 Construction of Agreement. Both parties have participated in the negotiation and drafting of this Agreement. Therefore, the terms and conditions of this Agreement shall not be construed against either party as the drafting party.

12.19 Execution of this Agreement. The Parties agree that this Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy or facsimile may serve as an original. If this Agreement is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this Agreement.

12.20 Authority to Bind. The parties each represent and warrant that the signatories below are authorized to sign this Agreement on behalf of themselves or the party on whose behalf they execute this Agreement. Authorized signatories of FCCC two (2) signatories both of which must be the CEO, CFO or a Vice President regardless of the dollar value, must sign this Agreement, any amendment or modification thereto, for it to be authorized and valid.

12.21 Severability. If any part of this Agreement is found invalid or unenforceable, that part will be amended to achieve as nearly as possible, the same economic effect as the original provision and the remainder of this Agreement will remain in full force and effect.

11.22 Non-waiver. The failure of either FCCC or Contractor, whether purposeful or otherwise, to exercise in any instance any right, power or privilege (including but not limited to waiver)

under this Agreement or under law of this Agreement shall not constitute a waiver of any other right, power or privilege, nor of the same right, power or privilege in any other instance. Any waiver by FCCC must be in writing.

[Signature Page to Follow]

THE PARTIES HEREBY EXECUTE THIS AGREEMENT.

**CONTRACTOR**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_ & COMPANY – second signature,  
if required

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**FOUNDATION FOR CALIFORNIA COMMUNITY  
COLLEGES**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**FOUNDATION FOR CALIFORNIA COMMUNITY  
COLLEGES**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### Attachment 11: ACRONYMS

ACHA	American College Health Assessment
AFSP	American Foundation for Suicide Prevention
ARMS	Annual Regional Mental Health Seminar (ARMS) Component
ASCCC	Academic Senate of the California Community Colleges
CAPED	California Association of Postsecondary Education and Disability
CARE	Cooperative Agencies Resources for Education
CARS	Center for Applied Research Solutions
CAYEN	California Youth Empowerment Network
CalMHSA	California Mental Health Services Authority
CalWORKs	California Work Opportunities and Responsibility to Kids
CCC	California Community Colleges
CCCMHSAC	California Community Colleges Mental Health Services Advisory Committee
CCC SMHP CalMHSA)	California Community Colleges Student Mental Health Program (grant with CalMHSA)
CCCCO	California Community Colleges Chancellor's Office
CCLC	Community College League of California
CDVA	California Department of Veterans' Affairs
CaMH	California Institute for Mental Health
CNG	California National Guard
COAGC	Chancellor's Office Advisory Group on Counseling
COAGSMH	Chancellor's Office Advisory Group on Student Mental Health
CSSOs	Chief Student Services Officers
CSU	California State University
DMH	Department of Mental Health
DRCC	Disaster Resident Community Colleges
DSPS	Disabled Students Programs and Services
EOPS	Extended Opportunity Programs and Services
FCCC	Foundation for California Community Colleges
GLS	Garrett Lee Smith
GPA	Grade Point Average
HTCTU	High Tech Center Training Unit
HSACCC	Health Services Association of the California Community Colleges
JPA	Joint Powers Authority
LGBTQIA	Lesbian, Gay, Bisexual, Transsexual, Queer, Intersex, Asexual
MH	Mental Health
MHS	Mental Health Specialist
MHSA	Mental Health Services Act
MHSOAC	Mental Health Services Oversight Accountability Commission
MHWA	Mental Health and Wellness Association
NAMI	National Alliance for Mental Illness
OAC	Oversight and Accountability Commission (also known as the Mental Health Oversight and Accountability Commission)

California Community Colleges Student Mental Health Program  
Campus Based Grants

PTSD	Post Traumatic Stress Disorder
RFP	Request for Application/Request for Proposals
SMHI	Student Mental Health Initiative
SPT	Suicide Prevention Online Training
SSSP	Student Services and Special Programs
TBI	Traumatic Brain Injury
TTA	Training and Technical Assistance
UC	University of California
UCOP	University of California, Office of the President
VA	Veterans' Administration
VRC	Veterans' Resource Center
VA-	Veteran's Administration
VC	Vice Chancellor
WET	Workforce, Education and Training
ZFF	Zellerbach Family Foundation

## Attachment 12: DEFINITIONS

**California Community Colleges Chancellor's Office (CCCCO):** The California state agency charged with providing leadership, advocacy and support for the California Community Colleges.

**California Mental Health Service Authority (CalMHSA):** An independent administrative and fiscal management agency charged with the delivery of mental health projects and established by the California counties as a Joint Powers Agency.

**California Community College Student Mental Health Program Evaluation Contract:** A separate contract administered by the CCC SMHP office to implement a comprehensive data collection, outcomes-based program designed with specific, measurable, achievable, relevant and time-bound objectives.

**California Community Colleges Student Mental Health Program (CCC SMHP):** A joint efforts by the California Community College Chancellor's Office and the Foundation for California Community Colleges, the program's purpose is to increase wellness and promote a positive campus community for all students, faculty and staff at the 112 California community colleges statewide.

**California Community Colleges Student Mental Health (CCC SMHP) Office:** The CCC SMHP is an entity located within the Foundation for California Community Colleges and charged with administering the CCC SMHP on the behalf of the Foundation and the California Community College Chancellor's Office.

**Chancellor's Office Advisory Group on Student Mental Health (COAGSMH):** Comprised of representatives from the CCC's and statewide organizations or agencies, its purpose is to assist in providing support to the implementation efforts related to the CCC SMHP. It serves as a forum to counsel on the delivery of services required throughout the length of the CCC SMHP. The COAGSMH is advisory to the Chancellor's Office and the Foundation of California Community Colleges.

**Campus Based Grants:** Administered by the CCC SMHP office, multi-year grants to selected campuses of up to \$250,000 designed to support student and student veteran mental health activities at the campus level.

**Consultant:** An individual whose level or area of expertise extends beyond that possessed by the contractor's staff. The individual works for the contractor and may deliver technical assistance and training on the contractor's behalf.

**Consultation:** The provision of expert advice, guidance, or information through written correspondence, telephone conversations, or on-site assistance.

**Consultant Pool:** A group of consultants with diverse expertise in the area of mental health services.

**Contractor:** A successful respondent awarded a contract under this proposal to deliver training and technical assistance services to the California Community College system and to manage a consultant pool.

**County Mental Health:** County government agency authorized by statute to administer mental health programs and funds for each county.

**Cultural/Linguistic Competence:** A set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. "Cultural" refers to integrated patterns of human behavior that include the language, thoughts, communications, actions customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. "Competence" implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities (*Based on Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). Towards A Culturally Competent System of Care, Volume 1. Washington D.C.: Georgetown University Child Development Center, CASSP Technical Assistance Center*).

**Foundation for California Community Colleges (FCCC):** As a non-profit organization, the FCCC is charged with benefitting, supporting and enhancing the California Community College system. It is the official foundation of the California Community Colleges' Board of Governors and Chancellor's Office.

**Lived experience:** A term used to describe those who are living with mental illness and considered in recovery from their illness. This term is used to describe the value of these individuals, who are often called consumers, in providing services to others based on their own experiences, and being able to serve as role models because of their ability to live a productive life managing their illness. Recovery is considered a process and the concepts used are derived from similar models in the disability and alcohol and drug field. A good article is <http://fivecountymh.org/Docs/JacobsonCurtis%202-5-99%20fin.pdf>

**Logic Model:** An analytical approach to planning effective student mental health training and technical assistance services. It outlines the specific problems to be addressed, strategies to be used, expected outcomes, and the links between strategies and outcomes.

**Mid-Term and Final Report:** A formal accounting of outcomes achieved by the contractor and due at the mid-point of the contract term and at the end of the contract.

**On-site:** A site other than the contractor's office such as recipient's location.

**Region:** For the purposes of this RFP, a "region" shall be defined as those community colleges in close geographic proximity so as to minimize travel time and maximize the opportunity for in-person participation, networking and inter-campus collaboration.

**Regional Training:** A training event designed to serve multiple California Community College campuses through presentation at a central location. The training is expected to consist of a body of knowledge or set of skills provided to a group of people in a structured way, usually involving curriculum or course outline with supporting materials.

**Research-based programs:** Mental health programs whose effectiveness has been determined through the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to student and student veteran mental health services.

**Scientifically-based research:** Research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to student and student veteran mental health services.

**Suicide Prevention Training for Faculty and Staff:** A separate RFP and contract administered by the CCC SMHP office to provide online statewide suicide prevention training for faculty and staff.

**Technical Assistance (TA):** The provision of specialized services such as advice, guidance, consultation, coordination, instruction or training, and written materials to assist the California Community College system to better serve students and student veterans.

**Technical Assistance Day:** Eight hours of service providing TA and training. This may include time proportionately appropriate for preparation, travel, data analysis, report writing. Other activities which directly support tasks within the scope of work may be allowed with advance concurrence of the Foundation CCC SMHP office.

**Training Event:** A body of knowledge or set of skills provided to a group of people in a structured way, usually involving curriculum or course outline with supporting materials.

## Attachment 13

### Background Information on the CCC SMHP and PEI Statewide Project Funding.

#### Background

In 2007, the Mental Health Services Oversight & Accountability Commission (MHSOAC) approved five statewide Prevention and Early Intervention (PEI) projects and corresponding funding amounts. In 2008, the MHSOAC determined that three of the PEI projects would be implemented most efficiently and effectively if administered through a single statewide entity and subsequently developed strategic plans for each project: 1) the Suicide Prevention Initiative (California Strategic Plan on Suicide Prevention: Every Californian is Part of the Solution (approved June 30, 2008)); 2) the Stigma and Discrimination Reduction Initiative (California Strategic Plan on Reducing Mental Health Stigma and Discrimination (approved June 25, 2009)); and 3) the Student Mental Health Initiative (approved May, 2010). The aforementioned plans can be viewed at:

[www.mhsoac.ca.gov/MHSOAC\\_Publications/Documents.aspx](http://www.mhsoac.ca.gov/MHSOAC_Publications/Documents.aspx).

In April 2010, the Department of Mental Health contracted with CalMHSA to administer the funding and implementation of these three statewide projects. CalMHSA is an organization of county governments working to improve mental health outcomes for individuals, families and communities. CalMHSA administers programs funded by the MHSOAC on a statewide, regional and local basis.

In determining how to implement the MHSOAC's strategic priorities, CalMHSA formed the Implementation Ad Hoc Committee to review the three strategic plans referenced above, gather additional stakeholder input and write a workplan for wider stakeholder review to be submitted to the MHSOAC for approval. As a result of the work of the Implementation Ad Hoc Committee, CalMHSA issued the Statewide PEI Work Plan describing how PEI initiatives:

- are voter-approved and paid for through the Mental Health Services Act (Proposition 63);
- transform California's mental health services approach by uniting California's diverse communities to embrace mental wellness and delivering the tools individuals need before they reach the crisis point; and
- provide an up-front investment that will pay off with cost reductions in health, social services, education and criminal justice programs.

The work plan is comprised of three comprehensive and coordinated initiatives:

1. Stigma and Discrimination Reduction Program which uses a full range of PEI strategies to confront the fundamental causes of stigmatizing attitudes and discriminatory and prejudicial actions toward people with mental illness and across ages and backgrounds.
2. Suicide Reduction Program which uses a full range of strategies from PEI intervention to prevent suicide across ages and backgrounds.
3. Student Mental Health Program which uses a full range of strategies including campus-based mental health programs, prevention, early intervention and peer-to-peer activities to promote mental wellness in the student population.<sup>9</sup>

At the on-set of 2011, a RFA to support the Student Mental Health Program strategy was released that included funding opportunities for all three segments of California's public system of higher education including the California community colleges. The purpose was to implement training, peer-to-peer support and suicide prevention with an emphasis on capacity building and infrastructure development to benefit students throughout all of the systems consistent with original Student Mental Health Initiative proposal that was developed in 2007.

In September 2011, the California Community Colleges Chancellor's Office (CCCCO) was awarded \$6,900,000 by the California Mental Health Services Authority (CalMHSA) to support prevention and early intervention strategies that address the mental health needs of students and advance collaboration between educational systems, county services, and the community at large, which should form the foundation for future CalMHSA programs.

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<sup>1</sup> The work plan and addendum can be found on CalMHSA's website at <http://calmhsa.org/programs/student-mental-health-initiative-smhi/>

**ATTCHMENT 14: CalMHSA COUNTY LIAISONS**

March 21, 2012

COUNTY	LIAISON	TITLE	PHONE	ADDRESS	CITY	ZIP	EMAIL
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<b>Alpine</b>							
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<b>Inyo</b>							
<b>Kern</b>	Meghan Boaz Alvarez, M.S., MFT	Mental Health Unit Supervisor	(661) 868-8007	P.O. Box 1000	Bakersfield	93302	<a href="mailto:mboaz@co.kern.ca.us">mboaz@co.kern.ca.us</a>
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## ATTCHMENT 14: CalMHSA COUNTY LIAISONS

March 21, 2012

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**Non-CalMHSA Member, although not members all counties will benefit from some of CalMHSA's Statewide PEI Projects, such as media campaigns etc.**

\*Non- CalMHSA Member that has assigned funds, therefore will be included in all CalMHSA's Statewide PEI Projects