# California Health Facilities Financing Authority ("CHFFA")
# Investment in Mental Health Wellness Grant Program
# Peer Respite Care Grant Program

## FREQUENTLY ASKED QUESTIONS (FAQ)
**Revised on: February 2, 2016**

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## *I. Fifth and Final Funding Round (New)*

**What are the remaining funds in the 5th funding round?**
There is approximately $32 million remaining in grant funds. Funds may increase due to forfeiture of funds awarded to counties in previous funding rounds. Please regularly check CHFFA's website for the most up-to-date amount remaining.

Forfeiture of grant funds will not negatively impact any county's application in the 5th funding round.

**What is the application deadline?**
The application period for the 5th funding round will open January 8, 2016 and close March 8, 2016.

**How will the 5th funding round be different than the previous funding rounds?**
As of January 1, 2016, the regional maximums in addition to the county maximums, as indicated in regulation Section 7118, will be removed. Therefore, the fifth funding round will be open to all counties for a statewide competition. Anticipating this will be the final funding round, there will be flexibility to reallocate remaining program grant funds toward meritorious applications. However, to the extent possible, CHFFA will maintain the integrity of the current program allocations of Crisis Residential Treatment, Crisis Stabilization and Mobile Crisis Support Team.

A Peer Respite Care Program has been approved by CHFFA as a fourth eligible program. The total amount available for Peer Respite Care Programs is capped at $3,000,000 and will be awarded alongside Crisis Residential Treatment, Crisis Stabilization and Mobile Crisis Support Team. There will be a separate application and set of emergency regulations for Peer Respite Care Programs. CHFFA is currently working with the Office of Administrative Law ("OAL") to implement emergency regulations. Once the emergency regulations are implemented CHFFA will send out a notice for all counties to apply.

To receive automatic updates and announcements about the program, please go to CHFFA's website and click on the "Sign up to receive CHFFA information" link on the right side of the page. You may also contact staff at (916) 653-2799 or email us at CHFFA@treasurer.ca.gov.

**How will the addition of Peer Respite Care Program affect the 5th funding round?**
The fifth funding round will now have four programs that counties can apply for funding. Peer Respite Care Program will be the added fourth program to this funding round. The total amount available for Peer Respite Care Programs is capped at $3,000,000.00.

**How does a County apply for Peer Respite Care Program funds?**
Peer Respite Care Program will have a separate application and separate set of emergency regulations. The Peer Respite Care Grant Program emergency regulations were approved by OAL on February 1, 2016. The Peer Respite Care Program Application and Regulations are available on CHFFA's website.

## II. About the Program Overall

**What programs may be funded by Investment in Mental Health Wellness grants?**
SB 82, the Investment in Mental Health Wellness Act of 2013, (W&I section 5848.5) seeks to provide counties with funding to increase their capacity and access to community based mental health crisis services that are wellness, resiliency, and recovery oriented in the least restrictive manner possible. The regulations contain scoring criteria strongly tethered to these statutory concepts. Funding is limited to the following specific programs: crisis stabilization, crisis residential treatment, mobile crisis support teams, and peer respite. CHFFA is currently filing Peer Respite Care Program emergency regulations with the OAL and will become effective once approved.

**Where can I find the application, regulations and statute?**
The application, regulations, and statute can be found on the Investment in Mental Health Wellness Grant Program (Program) page of CHFFA's website.

**What is the duration and funding of the program?**
The Authority has a three-year appropriation authority for the one-time general fund allocation of $142,000,000 and a $500,000 general fund allocation for the Authority's administrative expenses. Funding for the $6,800,000 mobile crisis personnel comes from the Mental Health Services Act ($4 million) and Medi-Cal federal financial participation (estimated $2.8 million). The $4 million from MHSA is "permanent base funding" and will likely be available again each year for the same amount, unless the Legislature determines otherwise in the next fiscal year budget. CHFFA has received two years of personnel funding from the Legislature, and CHFFA is anticipating a 3rd year.

**Does the goal of adding 2,000 beds apply to both the Crisis Residential and Crisis Stabilization Programs, or does it only apply to the Crisis Residential Program?**
The goal of adding 2,000 beds applies to both programs.

**Will services be limited to those provided to clients on a voluntary or involuntary basis?**
The statute authorizing this grant program states grant funds are to be used to increase access and capacity for crisis intervention, crisis stabilization, and crisis residential treatment needs that are wellness, resiliency, and recovery oriented in the least restrictive manner possible. The regulations contain scoring criteria strongly tethered to these statutory concepts, and as such, projects that include restrictive environments will likely be less competitive and consequently, less likely to be funded by an Authority grant. Applicants are encouraged to review pre-existing law and regulations relating to crisis intervention, crisis stabilization, crisis residential treatment, and rehabilitative mental health services for further direction regarding the less restrictive nature of services to be provided.

**Is there a preference for counties to contract with private (nonprofit or for profit) service providers, as opposed to providing services themselves?**
No preference is included in the statute or regulations, but CHFFA recommends applicants consult with their county counsel regarding the application of Welfare and Institutions Code Section 5652.5 (counties to utilize available private and private nonprofit mental health resources and facilities in the county prior to developing new county-operated resources or facilities) to this question.

**How would a county address the difficulty of sustaining a program as not everyone served will be on Medi-Cal or otherwise eligible?**

With the expansion of Medi-Cal under the Affordable Care Act effective January 1, 2014, most, if not all, program costs should likely be covered. If counties find they need additional sources of funding, including from realignment funds, Mental Health Services Act funds, charitable grants, or third party billing, please indicate these funding sources on your applications. For more detailed assistance concerning the issue of reimbursement funding and whether Medi-Cal reimbursements are adequate, please consult with the California Behavioral Health Directors Association.

**Are vans the only type of vehicle allowed to be purchased for the Mobile Crisis Support Teams?**

No, vans are not the only type of vehicle allowed as the statute and regulations refer to vehicles generically. In keeping with the program's intention of expanding crisis services that are in the least restrictive environment, CHFFA's scoring criteria favorably weights mobile crisis vehicles that are less institutional in nature.

**What data is expected for the criteria on outcomes?**

Available data may differ from county to county. The application must show a plan for what outcomes from the project will be tracked and how. Local law enforcement agencies and local hospitals are the best sources for discerning what data is currently collected or can be collected and shared. The application asks for the methodology, timeline and assignment of responsibility to measure and demonstrate outcomes of the project.

**The California Department of Corrections and Rehabilitation was recommended as a source of statistics regarding law enforcement transport to emergency rooms and related information. Are there other sources to find relevant law enforcement data?**

CHFFA consulted with the Board of State and Community Corrections (BSCC) (http://www.bscc.ca.gov/) to determine the types of data commonly collected by local law enforcement and jails. The best source for local data will likely be the local law enforcement agencies. BSCC itself may not collect or aggregate the data being sought.

**Is there a source of information about hospital emergency department utilization for behavioral health?**

The California Hospital Association has posted on its website (http://www.calhospital.org/general-information/investment-mental-health-wellness-act-2013) county data on hospital emergency department utilization for behavioral health as reported to the California Office of Statewide Health Planning and Development.

## III. Eligibility

**Who are eligible applicants?**
Counties or counties acting jointly are eligible to apply. Counties may designate a private non-profit corporation or public agency to be a co-applicant, but the county must still be the lead applicant.

**If a county was awarded funding in a previous round, will it be eligible to apply for additional funding in the fifth round?**
Yes, a county receiving funding in one round may still apply for additional funding in subsequent rounds.

**Can a city (e.g. Berkeley and Tri-Cities) with its own independent mental health division apply for a grant or must they go through the county as a designee?**
No, a city cannot apply, but it can work with the county as a co-applicant.

**If a county opts not to apply, can others within the county who are willing and ready apply? Can a department other than the mental health department apply (e.g. the Sheriff's Department)?**
A county may designate a non-profit to administer the program, but the county will still be responsible for reporting, tracking outcomes, and managing the funds. Since the Sheriff's Department is a department of the county and a county is an eligible applicant, the Sheriff's Department may apply. CHFFA encourages collaboration with the county's mental health department to assist with the narrative portions of the application that address the scoring criteria, especially regarding the working relationships and the continuum of care.

**May a private nonprofit corporation receive grant funds to acquire equipment and furnishings, and fund information technology costs and three month startup costs?**
No. A private nonprofit corporation may not receive grant funds to acquire equipment and furnishings, fund information technology costs and three month startup costs. A County must maintain ownership of all equipment, furnishings and IT.

**May a private nonprofit corporation receive grant funds to acquire real property and to construct and renovate on real property?**
Yes. A county or counties acting jointly may designate a private nonprofit corporation or public agency to acquire real property with grant funds and utilize grant funds for construction or renovation on real property acquired with grant funds; however, there are certain requirements the designated private nonprofit corporation or public agency must comply with, as provided below. Please contact Authority staff with any questions.

(A) Grant funds shall not be released for the designated nonprofit corporation to acquire real property until and unless the following are met:

(1) An appraisal completed within the previous six months by a state certified appraiser.

(2) The designated private nonprofit corporation or public agency shall execute a Grant Agreement and agree to comply with the Authority's requirements set forth in Section 7125.1 in the program regulations. The designated private nonprofit corporation or

public agency shall return the Grant funds to the Authority if the designated private nonprofit corporation or public agency fails to comply with the Authority's requirements set forth below.

(B) Grant funds shall not be released for the designated nonprofit corporation to construct and renovate on real property acquired with grant funds until and unless the following are met:

(1) County or Counties Applying Jointly or designated private nonprofit corporation or public agency shall provide:

(a) Detail of building plans, costs, and timelines.

(b) Executed construction contract.

(c) Architect, design and engineering contracts, if applicable.

(4) Building permits and conditional use permits, if applicable.

(5) Evidence of compliance with the California Environmental Quality Act.

(6) Evidence of compliance with prevailing wage law under Labor Code Section 1720 et seq.

(7) Evidence of property ownership, such as title report.

(2) Requirements under Section (A) above.

**Are for-profit corporations eligible to receive grant funds?**
For-profit corporations cannot receive the grant funds directly. The grant funds will go to the county. Counties may contract with a for profit corporation to provide services.

**Can funding be used for Crisis Stabilization, Crisis Residential, Mobile Support Team and Peer Programs provide services to adolescents and children?**
Yes, services that are started or expanded with Capital Funding from a Mental Health Wellness grant may be provided for adolescents and children. Sustainability and other criteria will be considered as with any other application.

**Is a psychiatric emergency services unit (PES) eligible for the Grant Program?**
There is nothing in SB 82 or the regulations or seemingly, pre-existing statutes or regulations that automatically render a PES project ineligible for grant funding, but at the same time, there is nothing in existing regulations that specifically references PES units. If a county elects to partner with a hospital to develop a new PES unit for their crisis stabilization service, the county will have to produce the licensing and certifications required by the regulations and meet all of the associated contact, siting, and staffing requirements of relevant regulations. During the application process the project will be scrutinized through a "community based" lens, as well as the other scoring criteria, and scored accordingly.

**Is a psychiatric emergency response team (PERT) eligible for the Grant Program?**
If a PERT meets the requirements set forth in the regulations and services are Medi-Cal billable as a crisis intervention service, an application may be submitted. During the application process the project will be scrutinized through a "community based" lens, as well as the other scoring criteria, and scored accordingly.

**Is a peer respite center eligible for the Grant Program?**
Grant funds are available for Peer Respite Care Programs.

## IV. Application

**What is the application deadline? (Revised 7/1/15)**
The deadlines for past funding rounds were as follows:
-First funding round: January 22, 2014 at 5 p.m. (PST)
-Second funding round: September 15, 2014 at 5 p.m. (PST)
-Third funding round: March 30, 2015 at 5 p.m. (PST)
-Fourth funding round: September 15, 2015 at 5 p.m. (PST)

The deadline for the proposed fifth funding round will be March 8, 2016 at 5 p.m. (PST)

You may sign up to receive automatic updates and announcements about the program by going to CHFFA's website and clicking on the "Sign up to receive CHFFA information" link on the right side of the screen. Please refer to the regulations section 7116 for details on how to submit an application.

**Can the application deadline be extended?**
No, the deadline cannot be extended.

**Is there a version of the application that can be copied and pasted?**
CHFFA's website has a PDF version of the application, which can be copied and pasted into a Word document.

**When submitting an application by email, will any special arrangements need to be made for large files?**
If submitting an application by email and the file size is larger than 25MB, an account will need to be set up to access a File Transfer Protocol (FTP) service. Please send a message to the CHFFA inbox at least one full working day in advance of the application due date to make arrangements and begin the process of setting up an account.

**Is there a version of the certification page without the SAMPLE watermark?**
The certification provided is an example. The required information and signatures should be provided on the organization's own letterhead.

**If a county is not applying for all four Programs, must all sections of the application be completed?**
No, only the sections of the application that apply to the Program(s) a county is requesting funding for need to be completed. The Peer Respite Care Program has a separate application with a separate set of emergency regulations. It would be helpful to clearly state in the narrative what program you are referring to.

**Does CHFFA provide Excel templates for the budget documents?**
No, CHFFA does not have a template for budget documents. Any format is acceptable.

**What does the overall cost per bed refer to on Form-1 of the application?**
The cost per bed refers to the Capital Funding requested for Crisis Residential Treatment divided by the number of new beds.

**Can three (3) years of audited financial statements be used if a current local government credit rating is old or not available?**
Yes, please provide copies of the three most recent years of audited financial statements.

**What is a lead grantee?**
Applications with multiple applicants must designate one of the applicants as the lead grantee. Only a county or a joint powers authority may be designated as the lead grantee. The lead grantee has primary responsibility for the fiscal management of the grant funds, records retention, reporting, and all other aspects of compliance.

**If we are applying for crisis residential plus we want to buy a vehicle and hire staff for a new mobile crisis support team, can we submit one application, or do we need to submit separate applications for each?**
A single application may be submitted for multiple projects (i.e., crisis residential, crisis stabilization, mobile crisis vehicles and mobile crisis personnel). Peer Respite Care Program has a separate application and corresponding emergency regulations.

**Under what circumstances should we submit more than one application?**
CHFFA prefers fewer applications and can manage the complexities you cite. However, we recognize that circumstances differ, and whether you submit one or more is up to you. We suggest your decision be based on practical needs related to the management of the grant if one is awarded. All funds will go through the lead grantee, which will be responsible for reporting and other compliance requirements. A key question, then, is whether the lead grantee is the right one for some or all of the components of the grant. If the lead grantee is a party to all the project components, it may work best to submit one application, but if for some components of the project the lead grantee really won't be involved at all, it might be best for one of the counties that will benefit to be the lead grantee on a separate application.

**How should the timeline, budgets, graphs, and charts be provided? Do they need to be included in the 25 page narrative limit or can they be referenced in the narrative as attachments?**

If they are brief, we prefer they be inserted in the narrative where the information is most integrated with other information provided. If they make up a page or more, you likely will prefer to attach them and reference them in the narrative, and that is acceptable, too.

**Where on the application should purchases for vehicles be included?**

Vehicle purchase should be included on the "Furnishings or Equipment" line item, and the narrative should describe how many vehicles will be purchased if a grant is awarded.

**Please clarify what should be included on the legal questionnaire, specifically about the "health and safety." Is this only for the delivery of mental health services, or could this include a slip and fall incident?**

Please include information related to both the delivery of mental health services and incidents or accidents at a facility where mental health services are provided if there are "allegations of serious harm to employees, the public, or the environment." A slip and fall incident should only be included if there were allegations of serious harm as would appear in a legal complaint. Grant applicants should have their legal counsel assess whether a legal matter rises to this level.

**Please clarify what should be included in "Identify the service provider or describe the plan for identifying one" – Evaluation Criteria 4(e)(i)(1) of the application. Specifically, subpart (b) seems overly broad, and is subpart (c) referring to all of the agency's services or only those that relate to crisis services?**

For subpart (b), CHFFA is seeking to assess the qualifications of the proposed provider and will measure that through the extent and nature of written policies, plans, and practices in place for the psychiatric care to be provided by the providers. For subpart (c), CHFFA is referring to all of the provider's services, including crisis related services.

**Please clarify the differences between Evaluation Criteria 1(b), of the applications, which asks how the project will address weaknesses in the current continuum versus Evaluation Criteria 2(a)(i) which asks to identify shortcomings within the continuum and how the project will improve the current continuum. Please also clarify the nuances in the data you feel would support responses to these questions.**

They are both similar inquiries, but both are embedded within broader and more detailed questions. In general, criteria #1 is about shortcomings and improvements specifically related to access and capacity of crisis residential, crisis stabilization and/or mobile crisis services in the community, whereas criteria #2 is about collaboration and integration with a whole array of services and supports. If you find yourself responding similarly to both, that is probably okay, but please take care to ensure you are addressing the criteria in full as more particularly described within each subdivision. As for nuances, we are seeking precisely that from you – we seek information unique to each county, driven by county specific issues, to support responses to these questions.

**Do the questions themselves need to be restated and included in the narrative?**
It is not a requirement that questions need to be restated. Please be aware, however, that if raters have to search for required information they may miss it. The clearer and more organized your application, the more likely all the information it contains will be accessible to the raters.

**The application outline does not mention the inclusion of memoranda of understanding or letters of support from partners. Would these be helpful? If so, how should they be submitted?**
Yes, they may be helpful but they are not required. If you would like to submit letters of support and memoranda of understanding, please include them as attachments to your application. If the writer of the letter requires a name, title and address for the letter heading, please have them addressed to Executive Director, Diane Stanton at the address shown in the regulations for submission of the application.

**In the Grant Application, under Evaluation Criteria 2(a)iii, CHFFA asks for the applicant to indicate whether the Applicant(s) will submit an application to or has received a grant from the Mental Health Oversight and Accountability Commission for triage personnel. If an Applicant applied, but was not awarded a grant, does CHFFA still want this section filled out?**
Yes, CHFFA would like to know that you applied but did not receive funding. CHFFA would also like to know how that affects your plans, both for the project being proposed to CHFFA specifically, and for the continuum of care more broadly.

**Are attachments meant to be supporting documents only?**
Yes, attachments should be limited to supporting documents. If the information can be provided in the narrative, it should be. In some cases, however, a separate document is required (such as applicant certification letters) or is not required but could importantly validate a statement made in the narrative (such as a copy of a permit already obtained).

**Under the Evaluation Criteria 3(a)(iv) of the Application, what is meant by "improvement in participation" and "more placements by outreach workers"?**
The intent is for each county to establish a measure of how the continuum of care comes into play for clients, helping promote wellness beyond the crisis. If a different measure is more appropriate for your county, please present that in your plan.

**With the tight application periods, some county boards may not be meeting prior to the application deadline. Besides approval from the board of supervisors for the budget, what other forms of documentation are acceptable to the Authority?**
Section 7119(a)(4)(D) of the regulations is associated with sustainability of services and the documentation CHFFA needs to show that sufficient additional funding has been committed from other sources to support the new or expanded services. CHFFA recognizes Boards of Supervisors may not meet during the tight application period timeframe. Any requirement in the application that cannot be done before the deadline is okay, so long as the application shows a plan (e.g. timeline, assignment of responsibility) for getting that requirement done within nine months. In some counties, the Board of Supervisors may have delegated its authority to a specified entity or official.

CHFFA wants to see that sufficient funding has been secured and that they have been committed by the proper authorities prior to CHFFA releasing grant funds.

**Is there a tiebreaker procedure?**
Scoring is unlikely to result in a tie, but processes are in place to address this possibility. CHFFA will work diligently to ensure a fair process.

## V. Funding

**Will the fifth funding round use the same guidelines and rules as the first, second, and third rounds? (Revised 1/5/16)**
Yes, except for the Peer Respite Care Program. The next funding round will follow the guidelines and rules set forth in the Program regulations. Please be aware that OAL recently approved permanent regulations effective January 1, 2016, and Peer Respite Care Program emergency regulations were approved by OAL on February 1, 2016.

**How will grant funds be distributed? Will they be distributed in advance or as a reimbursement?**
Disbursements will generally be advances based on projections submitted and subsequent verification of eligibility of costs. Costs incurred early in the process (e.g. after Final Allocation, but before a request for disbursement is made) may be reimbursed. Funds and the reimbursement of funds will be directed to the counties and then counties will distribute the money to the sources that need payment.

**Can Program funds be used to help all those in need or is it only intended for Medi-Cal recipients?**
SB 82 mainly focuses on Medi-Cal patients, in part to ensure sustainability, but anyone can be helped by the programs. Questions about sustainability of the program will need to be addressed in the application to show how the program will be funded over time.

**Did the Authority utilize the California Behavioral Health Directors Associations' ("CBHDA") five regional designations to allocate funds?**
Yes, the five regional designations for the Program include the five regional designations utilized by CBHDA. The Authority also considered the Mental Health Services Act funding formulas and regional needs to determine the maximum sums allocated.

**What costs are eligible?**
Please refer to Section 7115 of the regulations for a list of eligible costs.

**Does the $6.8 million for Personnel Funding include costs for vehicles, furnishings or equipment, IT purchases, and program startup or expansion?**
The $6.8 million for Personnel Funding is only to staff the Mobile Crisis Support Teams. Other costs associated with Mobile Crisis Support Teams may be submitted for consideration of their eligibility under the Capital Funding category.

**If funds requested would support capital costs for a project with operational funds being covered elsewhere, does CHFFA still need full operational budgets for those projects - or just for the funds being requested?**

Yes, operational budgets are required, including the detail of sources for operational funds so we can assess the sustainability of the services that will be provided. Please provide a twelve month operational budget for each program proposed. Cash flow projections are not required; income (sources) and expense (uses) line item budgets are sufficient.

**How are grant funds secured? Are security funds required? Is a deed of trust executed?**

No, generally a deed of trust is not executed as these are grant funds, and security funds are also not required. If grant funds are not used appropriately, CHFFA may recover these funds under the terms of the grant agreements. In the case where a designated private nonprofit organization or public agency directly receives grant funds to purchase, construct, or renovate real property, a deed of trust will need to be recorded in the chain of title against the real property that contains a lease agreement between the grantee and designated grantee. Please see Section 7125.1 in the regulations.

**How long does the personnel funding for the Mobile Crisis Support Team staff last and what are the maximum amounts?**

Personnel Funding has to be related to the mobile crisis vehicles that are acquired with Capital Funding under this program. Personnel Funding for Mobile Crisis Support Team projects may be extended beyond that date through subsequent fiscal years. The funding for the Mobile Crisis Support Team is limited by how much funding is made available by the Legislature. The $4 million from Mental Health Service Act is “permanent base funding” and will likely be available again each year for the same amount, unless the Legislature determines otherwise in the next fiscal year budget. CHFFA has received two years of personnel funding from the Legislature and is anticipating a third year. Counties that have already been awarded personnel funding will receive the same allocated amount each year until funding ends. The 1st year (2013-14) of Personnel funding must be disbursed by 6/30/16. The 2nd year (2014/15) of Personnel Funding must be disbursed by 6/30/2017.

**Can funding be requested solely for Personnel Funding to enhance existing mobile crisis teams without requesting funding for additional vehicles, or must vehicles and additional staffing be requested together?**

At this point, following the first and second funding rounds, nearly all Personnel Funding has been awarded.

**Are personnel costs other than for the Mobile Crisis Support Teams only allowed during the startup phase of a Program or can they be extended?**

Eligible costs for Capital Funding include personnel costs for up to three months of program startup and cannot be extended.

**When does the three-month startup period begin?**

The County determines when the three-month startup period begins. The startup period is when the capital project is largely complete in order to launch the program before income is generated.

**Can counties request funds for vehicle lease for Mobile Crisis Support Teams?**
Yes, but vehicle lease costs are only eligible as part of the three months of start-up costs.

**If the County is including vehicle lease cost as part of the three months of start-up costs, can two years of vehicle maintenance also be requested?**
No, the 2-year maintenance cost allowance is for a purchased vehicle only, not a leased vehicle.

**Can grant funds be used for the costs of vehicle insurance, depreciation, and fuel?**
No, insurance, depreciation, and fuel are not eligible costs for grant funds.

**What is the allowable administrative overhead for this grant?**
The Program's statute references cost effectiveness of programs, and the regulations do not provide an allowable amount for overhead costs. However, please see Section 7115(a)(5) of the regulations for further detail of allowable startup costs, which may include some costs customarily calculated as part of overhead.

**Can grant funds be used beyond the three month startup period if a County anticipates long term (three months+) administrative overhead costs?**
No, administrative costs are not allowable after the three month startup period. The application will need to show how the county will fund administrative costs after the startup phase (e.g. internal funds, foundation grants, donations, etc.).

**Is there a desired level of local matching funds?**
No local match (i.e., from the county) is required, but projects must include leveraging of public and private funding sources. In most, if not all cases, the grant will not cover all the costs of the project and other funding must be committed sufficient to complete the project. Please note Section 7119(a)(1)(F) of the regulations allocates up to three points for projects that leverage public and private funding sources to complete the project and that Section 7120(e)(2) requires leveraging of funds.

**Can an applicant use the grant funds to refurbish an existing building? Does it matter who owns the building?**
Yes, grant funds can be used to refurbish an existing building. If the improvements will be on leased land, CHFFA's regulations require the lease to include specific terms to ensure the building will continue to be used for its intended purpose (crisis stabilization or crisis residential). Please refer to Section 7126 of the regulations for requirements for leased property.

**Can funds be used to rehabilitate a long term county leased building?**
Yes, but please consider the competitiveness of the proposal. Ultimately, the statute seeks to promote programs that are less institutionalized in nature. Please refer to Section 7126 of the regulations for requirements for leased property.

**If grant funds are used to purchase a building, how long must that building be used to provide Crisis Stabilization and/or Crisis Residential services before it can be repurposed for another service?**
A grantee that receives grant funds to purchase a building will be required to provide crisis services for the duration of the expected life of the project.

**Can grant funds be used to pay off a loan on county owned property in order to repurpose the property for use as a Crisis Stabilization or Crisis Residential Treatment building?**
No, while grant funds may be used to renovate an existing building for use as a Crisis Stabilization or Crisis Residential Treatment building, grant funds cannot be used to pay off an existing loan.

**If a county plans to use a modular unit, can it be a rental or does it need to be purchased?**
Modular leases would need to meet the lease terms required in the regulations at Section 7126 subdivisions (a)(4) and (b). A physical description of the modular unit should also be included to address how it differs from an institutional environment.

**Can vehicles be purchased only for Mobile Crisis Support Teams, or can vehicles be purchased for other crisis projects such as transporting clients?**
Grant funds are to be used to purchase vehicles for the Mobile Crisis Support Teams in order to improve the ability to respond to individual crises. Response to an individual crisis may involve transporting a client to a place where they will receive crisis stabilization or crisis residential treatment services.

**Can funds be used to purchase a modular unit to house a Mobile Crisis team?**
No, the Program provides Capital Funding for the development of a Crisis Stabilization or a Crisis Residential Treatment Program. If the building is not meant to house either of these Programs then it is unlikely eligible for funding.

**Given extensive outcome measurements required, where do applicants request funding for evaluation costs?**
Counties should leverage the funding they might receive from CHFFA to put together the entire package they will need to successfully implement the programs contemplated, including costs (if any) for evaluation. CHFFA suggests that counties look to and partner with non-profits, statewide foundations, and local health care foundations within the communities to assist with additional funding needs.

**Can grant funds be used to establish a fund for future lease payments?**
No, only three months of lease payments are eligible as startup costs.

**Can funding be requested for furnishings or equipment for expanding a program without the purchase, construction, or renovation of property?**
Yes, as long as the project will add capacity for additional people to receive services and the application demonstrates that.

**What is the distinction between the Mobile Crisis Support Team personnel and the triage personnel?**

The $6.8 million in funding from CHFFA is for personnel to staff the Mobile Crisis Support Team vehicles. Grants for triage personnel were awarded by the Mental Health Services Oversight and Accountability Commission (MHSOAC) in a separate grant program. Triage workers are generally assigned to a place such as a hospital or homeless shelter where there is a regularly occurring need for triage services.

**Can phones and long-term service contracts be purchased for the Mobile Crisis Support Teams?**

Phones may be purchased under the equipment category of Capital Funding, but long-term service contracts are not eligible.

**Does Personnel Funding to staff the vehicles include supervisors, clerical support, or evaluators?**

The positions must "staff the new vehicles". See Section 7115(b) of the regulations.

## VI. Project Readiness and Release of Funds

**Does the term "readiness" mean the project is complete and ready to offer services or that the plan for the project is ready to begin (i.e. starting construction)?**

The term "readiness" refers to how soon the primary activities associated with the grant project (construction, renovation, property acquisition) can begin. For example, a project that includes construction would need a site, plans, permits, and contracts in place before beginning to build. A project need not be "ready" to be considered for a grant, but rather needs to present a plan that shows likeliness of readiness within nine months. The Authority has some ability to extend this nine month requirement on a case by case basis as referenced in the regulations. "Readiness" does not refer to program services.

**What is the anticipated timeline from application to funding? When will the Authority release funds to the grantee?**

While the Authority would like to disburse funds as quickly as possible, the timeline will vary depending on the amount of time needed for the applications to be evaluated, any appeals of initial allocations to be decided, and for a grantee to meet all of the requirements necessary for the Authority to release grant funds per Section 7125 of the regulations. Some projects may be ready to start work right away after a grant agreement is executed, and can get an advance based on estimated costs at that time. Others may need the allowable nine months following the award of a grant to achieve project readiness consistent with Section 7125 of the regulations.

## VII. Licensing & Permitting

**Past experience is it can take up to a year to get Community Care Licensing ("CCL") to completely process an application. Will CCL prioritize review of new facilities funded by CHFFA to expedite the licensing process?**

CHFFA cannot speak directly to CCL's priorities, but it is our understanding the Department of Health Care Services and the Department of Social Services are working toward developing an expedited process.

**If a use permit is required for facilities over six people, will CHFFA consider applications for six or fewer people for a property that may eventually be able to receive a permit to increase beds?**

Yes, but six bed programs may face sustainability issues, and sustainability would need to be adequately addressed in the grant application. CHFFA does have a nine-month window, and in certain cases longer if needed, in which to get permits approved.

**Licensure and site certification cannot be obtained until after construction is complete. Will licensure and certification be required prior to funds being released?**

CHFFA will not wait until licensure to disburse grant funds as we understand that would likely impose a significant cash flow challenge for the providers. An application needs to demonstrate the applicant will comply with licensing and certification requirements, and that the planned program is consistent with those requirements.

**Do the regulations or Authority require that the crisis residential facilities be licensed as a Social Rehabilitation Program?**

Yes, a Social Rehabilitation Program is the licensure that applies to qualifying crisis residential treatment programs. Click here for more information on Social Rehabilitation Programs.

**Are all programs required to be licensed**

A Crisis Residential Treatment Program must be both licensed and certified and a Crisis Stabilization Program must be certified (not licensed).

## VIII. Grant Agreement/Reporting Requirements

**Does the grantee sign a grant agreement?**

All grantees will be required to execute grant agreements that will address the grant amount, the project, appropriate uses of funds, the project period, disbursement procedures, unused funds, investment earnings on unused funds, indemnification requirements, prohibitions against discrimination, auditing, site visits, remedies for default, etc.

**Will there be a reporting requirement for the Grantees?**

Grantees will be required to report to the Authority at a minimum of twice a year regarding the progress of their projects and on outcomes they are measuring once programs are in operation. For more information please refer to the program regulations Section 7128 on Reporting Requirements.