

Dr. Alice Gleghorn, Ph.D. Director

COUNTY OF SANTA BARBARA

NOTICE OF FUNDING AVAILABILITY

**Master Lease and Housing Program for
Felony Mental Health Diversion (FMHD) Clients**

APPLICATION DEADLINE

Friday, March 13, 2020

5:00 P.M. (PST)

Contact Information:

TITLE:	Master Lease and Housing Program for Felony Mental Health Diversion Clients
CONTACT:	Evelyn Haun Zuroske, MEd Counseling
ISSUE DATE;	February 25, 2020
CONTACT EMAIL:	ezuroske@sbcbswell.org
CONTACT PHONE:	805.865.0592

1. Overview

The Santa Barbara County Department of Behavioral Wellness (BWell) is the public authority at the County level for Alcohol, Drug, and Mental Health services. As a public agency, BWell is responsible for assisting many of the County's most vulnerable residents, especially individuals with Medi-Cal coverage or are uninsured or underinsured. BWell provides leadership, coordination, and oversight for prevention, early intervention, treatment, and recovery support from alcohol or drug use and/or mental health conditions for children, youth, adults, older adults, families, and individuals involved in the criminal justice system.

2. Purpose of NOFA

On January 28, 2020, the Santa Barbara County Board of Supervisors authorized the County's Chief Executive Officer to sign a multi-year grant agreement with the Department of State Hospitals (DSH) accepting DSH grant funds in the amount of \$2,644,500 over a three-year grant period starting January 1, 2020 through December 31, 2022 (**DSH Grant Agreement**). The County of Santa Barbara will provide community mental health treatment, including intensive residential treatment services, to **Felony Mental Health Diversion Clients**.

BWell is providing this Notice of Funding Availability to identify a community-based organization capable of obtaining a master lease for a location in Santa Barbara County (North County preferred) and creating a housing program for diversion of justice involved clients. The contract will include an onsite resident manager and the Scope of Work is outlined below. A Master Lease must be in place with housing available by **July 1, 2020**; subject to final DSH approval of subcontractors and Board of Supervisor approval of contract.

3. DSH Diversion Grant Program

The **DSH Diversion Program** is a collaboration between DSH and county governments to develop or expand diversion programs for individuals with serious mental illness who face felony charges and could be determined to be Incompetent to Stand Trial (IST). The DSH Diversion Program provides funding to counties to support community mental health treatment and other services for these individuals. Some individuals who are Incompetent to Stand Trial commit felonies stemming from serious mental illness. They have difficulty accessing mental health services and committing to treatment and often cycle repeatedly through the criminal justice system.

The goal of the DSH Diversion Program is to provide individuals, when deemed appropriate by the court to do so, with long-term community mental health treatment and other services so as to avoid criminal charges and institutionalization. The Program includes enhanced collaboration between Courts, Public Defender, District Attorney, County Counsel, and Behavioral Wellness on cases where a defendant has been found IST and is subsequently slated for inpatient treatment.

With grant funds, BWell will leverage existing restorative treatment models to develop a new intensive residential program that provides six (6) beds for Felony Mental Health Diversion (FMHD) Clients, including on-site security and clinical staff presence. The Program will link FMHD clients with Assertive Community Treatment (ACT) services, provided by Justice Alliance (JA), while clients are in the residential program and will connect them with family members, preexisting treatment providers and other natural community supports.

4. Timeline

Notice of Fund Availability (NOFA) Issued	February 25 2020
Application Deadline	March 13, 2020 at 5:00 P.M. (PST)
Review of Applications Completed	March 24, 2020
Notice to Successful Applicant(s)	March 27, 2020
Negotiate Contract with Successful Applicant(s)	April, 2020
Submit List of Selected Subcontractors to DSH for their Approval	May, 2020
Board of Supervisors Review of Contract	TBD (Target – June 16 2020)
Contract Start Date	TBD (Target – June, 2020)
Start Up	May – June, 2020
Master Lease Housing Available	July 1, 2020 (subject to DSH and BOS approval)

5. Funding and Contract Term

A. Funding Amount.

Current available funding for this NOFA includes \$116,000 per year for three-years for a Maximum Contract Amount not to exceed \$348,000. BWell will also be accepting applications for projects TBD as funding opportunities become available.

B. Contract Term.

BWell intends to award a contract to the Applicant selected as the most qualified responsible Applicant whose responses conform to this NOFA and meets the County’s requirements set forth herein. The term of the contract will commence upon execution by the Chair of the Santa Barbara County Board of Supervisors and shall expire on **June 30, 2022** unless otherwise terminated pursuant to the contract.

6. Program Requirements

A. Subject to Terms of DSH Grant Agreement.

Funds available are provided by the State of California through a grant from the Department of State Hospitals (DSH). Any contract services agreement is subject to the terms and conditions of **DSH Grant Agreement #19-79011-000** between the County of Santa Barbara and DSH, including any future amendments. A copy of the DSH Grant Agreement is available with along this NOFA on the BWell website.

B. Eligible Applicants.

Eligible applicants are private, non-profit community-based organizations.

C. Eligible Costs.

Eligible costs include, but are not limited to, expenses for an onsite resident manager and the lease for the facility.

D. Eligible Population.

The Eligible Population is comprised of individuals with serious mental illness who face felony charges and could be determined Incompetent to Stand Trial (IST). Successful applicants will demonstrate the capacity and commitment to serve the Eligible Population.

7. Scope of Work

Applicants must demonstrate the ability to provide the following services:

- A. Daily living and skill building activities including medication maintenance, laundry, typical household chores, personal hygiene, effective interpersonal communication skills, budgeting, and cooking.
- B. Orientation and intake services.
- C. Care coordination with linkages to community resources and services including alcohol and other drug education, when needed.
- D. Manage and retain a qualified staffing team based on the level of care needed, including 24/7 staffing for supportive living environments and case management as necessary to retain a healthy client ratio case load.
- E. Plan for, and implementation of, continuous training and quality improvement on cultural and linguistic responsiveness.
- F. Complete data entry in a timely manner and data reporting at least quarterly, as instructed, into the County's electronic information management and claiming system, or other system as indicated.

- G. Have an established relationship with community-based organizations or be willing to enter into a partnership to provide residents with appropriate services to ensure successful placement and housing retention.
- H. Work collaboratively with social services staff to link residents with resources needed for permanent residential placement and retention.

8. Application Instructions

A. Application

Interested parties must submit an Application using the form provided with this NOFA along with all Required Attachments. Applicants are responsible for ensuring that all required materials listed below are submitted by the deadline identified in this NOFA using the format provided. To be considered for funding, an Applicant must submit the following:

- One (1) complete original, wet-signature Application Form that includes all Required Attachments listed below:
 - Budget (using Budget template provided)
 - Conflict of Interest Statement
 - Most Recent Audited Financial Statements
 - IRS Form W-9
 - Most Recent IRS Form 990
 - Board of Directors Roster
 - Organization Chart
 - Current Agency Operating Budget or Financial Plan
 - Application Certification
 - Evidence of Insurance.
 - Copy of current insurance coverage (General Liability, Automobile, Worker's Compensation, etc.)
 - Note: if funded, an updated insurance policy will be required with the funding jurisdiction listed as "additionally insured"
 - Copy of single audit, if applicable
 - Resumes of Project Staff
- Three (3) copies of the following documents and attachments printed double-sided:
 - Application Form
 - Budget
 - Application Certification
- An electronic copy of the complete application, including all Required Attachments.

The electronic copy of the complete application, including all Required Attachments must be submitted via email to ezuroske@sbcbswell.org no later than 5:00 PM on March 13, 2020.

The original application and three (3) printed copies must be received at the address below by 5:00 pm on March 13, 2020. Applications received after this deadline will not be accepted, regardless of postmark date.

County of Santa Barbara
Department of Behavioral Wellness
315 Camino Del Remedio Santa Barbara, CA 93110
Attn: Evelyn Haun Zuroske, MEd Counseling

The original application and printed copies should be paper-clipped on the top left corner and submitted to the address above. Please do not staple.

For more information, contact:

CONTACT: Evelyn Haun Zuroske, MEd Counseling
CONTACT EMAIL: ezuroske@sbcbswell.org
CONTACT PHONE: 805.865.0592

9. Application Evaluation

A. Evaluation Committee

Proposals will be evaluated by a committee comprised of non-conflicted members (Evaluation Committee). The Evaluation Committee will include BWell staff and may include other County staff and/or external partners who have expertise/experience in the subject matter of this NOFA.

Responses will be evaluated in accordance with the factors described below.

The Evaluation Committee will recommend an award to the Applicant who, in its opinion, has submitted an Application that best serves the overall interests of the County of Santa Barbara and meets the requirements outlined in this NOFA.

B. Evaluation Factors

Applications will be evaluated by the Evaluation Committee for the following:

- Experience providing residential housing.
- Experience with master leasing.
- Proposed project's financial feasibility, sustainability and approach.
- Effectiveness of Applicant's plan for care coordination and collaboration, including linkage and referral to social services, public health and other necessary services for successful transition from the program.

- Ability to meet the proposed timeline to enter into a master lease and be operational by no later than July 1, 2020.
- Applicant's administrative and financial capacity.
- Applicant's ability to meet data reporting requirements.

C. Award Process

The Evaluation Committee will submit its recommendations to the BWell Director. Following an award decision by the BWell Director, a contract will be negotiated with the selected Applicant. Under the terms of the DSH Grant, BWell must submit all subcontracts to DSH for prior approval. Following negotiations with the selected Applicant, the contract will be submitted to DSH for approval. The final contract will also be submitted to the County Board of Supervisors (BOS) for review and approval. It is the intent of BWell to have a contract with the successful Applicant in effect on or before July 1, 2020, subject to the necessary approvals from DSH and BOS.

10. General Provisions

A. Incurred Costs.

All costs incurred in the development, preparation, and submission of an Application in response to this NOFA will be solely at the expense of the Applicant.

B. Open Record Laws & Confidential Information

All materials submitted in response to this NOFA will become the property of the County of Santa Barbara and will not be returned. In addition, all materials submitted may be subject to open record laws and regulations such as the California Brown Act and the California Public Records Act, and therefore may be released, disclosed, and posted online, to and for the public. The County reserves the right, consistent with applicable laws, to make the final determination whether an Application, or any portion of it, should be considered Confidential Information and not subject to disclosure. Applicant's identification of a document as "Confidential" shall not be dispositive. In making a determination of whether the information is confidential, the County uses the definition of trade secret set forth in subdivision (d) Section 3426.1 of the California Civil Code which states "Trade secret means information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (1) Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and (2) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy." This provision does not apply to Confidential Information that is 1) in the public domain through no fault of the receiving party, 2) was independently developed as shown by documentation, 3) is disclosed to others without similar restrictions, 4) was already known by the receiving party, or 5) is subject to disclosure under court order or other lawful process.

C. No Commitment to Contract.

The purpose of this NOFA is to identify Applicants that are able to meet BWell's specific services requirements. This NOFA does not commit BWell to enter into a contract.

D. Final Contracting Authority.

The Santa Barbara County Board of Supervisors has final authority to approve contracts for special services and any contract over \$200,000 on behalf of the County. Contracts shall be subject to the County's standard terms and conditions, including standard indemnification and insurance requirements. Any contract services agreement is also subject to the terms and conditions of DSH Grant Agreement #19-79011-000 between the County of Santa Barbara and DSH, including any future amendments.

E. Conflict of Interest.

Applicant must disclose any actual, apparent, or potential conflicts of interest that may exist relative to the services described herein this NOFA. County retains the right to waive a conflict of interest disclosed by Applicant if County determines it to be immaterial. If awarded the contract, the selected Applicant will be required to refrain from and disclose subsequent potential conflicts throughout the performance period.

F. Nondiscrimination.

The County of Santa Barbara does not discriminate against particular providers that serve high-risk populations or specialize in conditions that require costly treatment, and does not discriminate in the participation, reimbursement, or indemnification of any provider who is acting within the scope of his or her license or certification under applicable State law, solely on the basis of that license or certification.

County hereby notifies Applicants that County's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this NOFA and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and Applicant agrees to comply with said ordinance.