



# **California Department of Health Care Services (DHCS) Behavioral Health Bridge Housing (BHBH) Program**

## **Tribal Entities Request for Applications (RFA)**

Please visit the [Behavioral Health Bridge Housing Program website](#) for links to this RFA and attachments, as well as information about all funding rounds, technical assistance, and additional resources.

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## I. Overview

Eligible Entities*	<p>California “Tribal entities” are defined as a federally recognized Indian Tribe, Tribal organization, or Urban Indian organization, or a health care program operated by an Indian Tribe, a tribal organization, or Urban Indian organization, as defined in <a href="#">Section 1603</a> of Title 25 of the United States Code and further defined in <a href="#">Section 5304</a>.</p> <p>If you are unsure whether your organization is eligible for this round of funding, please send a written explanation to the BHBH Program <a href="#">Help Desk</a> of your understanding as to how you may meet the eligibility criteria so that we can assist you.</p>
Funding Opportunity and Focus	<p>This round of BHBH Program funding will make available up to \$50,000,000 total to California Tribal entities for use in the planning and implementation of bridge housing services for individuals in Tribal communities experiencing homelessness who have serious behavioral health conditions (serious mental illness and/or substance use disorder).</p>
Tracks	<p>Applications may be submitted for Track 1: Planning Grants or Track 2: Implementation Grants. Tribal entities seeking funding for both planning and implementation should complete a Track 2 application. After reviewing this RFA, see Attachment A for Track 1: Planning Grants and Attachment B for Track 2: Implementation Grants.</p>
Application Period	<p>Applications will be accepted until September 15, 2023, 4:00 p.m. Pacific Time (PT).</p>
Application Form	<p>The application will be accessible starting on July 6, 2023, on <a href="#">SurveyMonkey Apply</a>.</p>

\*The specifications for eligible entities have been updated for clarity.

## II. Introduction and Background

Through this round of BHBH Program funding, DHCS is making available \$50 million exclusively to California Tribal entities to operate bridge housing settings to address the immediate housing needs of people experiencing homelessness who have serious behavioral health conditions, including serious mental illness (SMI) and/or substance use disorder (SUD). The BHBH Program was signed into law in September 2022 under [Assembly Bill \(AB\) 179](#) (Ting, Chapter 249, Statutes of 2022).

Capital funding has recently been made available through several other state programs including the Homekey Tribal Program; the Tribal Homeless Housing, Assistance and Prevention Program (Tribal HHAP); the Community Care Expansion (CCE) Program; and the Behavioral Health Continuum Infrastructure Program (BHCIP). In contrast, BHBH Program

funding is primarily intended to support the operational costs of bridge housing that is provided in conjunction with supportive mental health and SUD services. A Tribal entity can implement bridge housing in a variety of settings that may be either directly leased/owned by the Tribal entity or a partnership in which the Tribal entity acts as the lead. All BHBH programs must meet BHBH Program requirements described in this RFA and attachments within the funding timeline.

The primary focus of the BHBH Program is to help people experiencing homelessness who have either SMI or SUD that prevents them from accessing help and moving out of homelessness. Applicants will be expected to clearly demonstrate how they will reach their populations that are most in need of the BHBH Program.

BHBH Program funding is being made available through three RFAs, of which this is the second. The first round of funding, released in winter 2022-23, was open to county behavioral health agencies (BHAs). The third funding round, which will provide \$500 million in competitive funding to eligible Tribal entities and county BHAs, will be released in winter 2023-24. Tribal entities that are awarded a grant through this current, Tribal entity-only second round will also be eligible to apply for funding in the third round.

DHCS has engaged Advocates for Human Potential, Inc. (AHP), a consulting and research firm focused on improving health and human services systems, to serve as the administrative entity supporting the implementation of the BHBH Program. AHP has engaged additional consultants with experience specific to serving the Native American and Tribal communities in California to support BHBH Program implementation and will provide general grant training and technical assistance (TTA) during the application process and throughout the life of the project.

### III. Eligible Tribal Entities

This RFA is making available up to \$50 million in funding exclusively to Tribal entities. California “Tribal entities” are defined as a federally recognized Indian Tribe, tribal organization, or Urban Indian organization, or a health care program operated by an Indian Tribe, a tribal organization, or Urban Indian organization, as defined in [Section 1603](#) of Title 25 of the United States Code and further defined in [Section 5304](#). (See also [Attachment C](#): Definitions.)

**Only Tribal entities within the state of California are eligible to apply for this round of BHBH Program funding.** Any entity that meets the definition of “Tribal entity,” above, whether rural or urban, is invited to apply. Applicants are encouraged to form partnerships with other organizations if appropriate, as long as the primary applicant meets the eligibility criteria.

**Organizations that are unsure whether they are eligible as a Tribal entity for purposes of this round of funding should submit a written explanation to the BHBH Program [Help Desk](#) identifying their understanding of how they meet the eligibility criteria, so that assistance can be provided.**

Partnerships and collaboration are encouraged; however, each application must have one clear lead that will submit the application and sign the contract. A letter of intent or memorandum of understanding (MOU) is not required for subcontractors or other key partners during the application process.

## IV. Funding Opportunities

In this funding round, Tribal entities may apply for either Track 1, a Planning Grant of \$150,000, or Track 2, an Implementation Grant of any amount up to \$5 million. Those Tribal entities that would like to request funding for both planning and implementation activities should only apply for an Implementation Grant, whose funds may also encompass planning activities. Entities receiving an award for a Planning Grant should note that there is no guarantee of future BHBH Program funding rounds for implementation activities. If qualifying applications do not expend the funding available in this Tribal funding opportunity, the remaining funds may be redistributed within the BHBH Program.

### Track 1: Planning Grant

The Planning Grant is intended to facilitate engagement and community conversations about locally defined Tribal and/or Urban Indian housing resources, practices, and opportunities to meet the immediate housing needs of individuals experiencing homelessness and serious behavioral health conditions, from the Indigenous worldview. Community-defined best practices can be explored by grantees conducting planning activities to best address the needs of members of their population who are experiencing homelessness and have serious behavioral health conditions including SMI and/or SUD. Planning grants may not be used for direct services. See [Attachment A](#) for additional details. Planning grants will be awarded in amounts of \$150,000. Planning activities may include relationship building, community engagement, and/or community assessments; identifying potential housing sites; action planning to expand access to housing and behavioral health care for individuals and families; building partnerships with Tribally Designated Housing Entities (TDHEs) and others; and subcontracting with consultants with expertise in areas related to bridge housing, homelessness, and/or behavioral health. Tribal entities looking for an opportunity to identify how they can best address their bridge housing needs are encouraged to apply.

### Track 2: Implementation Grant

As outlined in [Attachment B](#), this option is intended to support grantees to launch and operate a BHBH program to address the immediate housing needs of individuals in their communities experiencing homelessness and serious behavioral health conditions including SMI and/or SUD. Applicants must identify how they are in alignment with BHBH Program requirements, including the identified allowable uses, timelines, and services. Note that activities that are allowable under the Planning Grant are also allowable under the Implementation Grant. Applicants who are interested in both a Planning Grant and an Implementation Grant should only apply under Track 2: Implementation Grant. Applicants may request up to \$5 million in funding. Larger projects including BHBH start-up infrastructure are eligible; however, eligible entities that have small projects that focus on addressing the immediate housing needs of a few individuals are also encouraged to apply.

## V. Program Description

The BHBH Program builds on the California Health and Human Services Agency’s (CalHHS’s) [Guiding Principles & Strategic Priorities](#) and enables DHCS and grantees to meaningfully contribute to the implementation of the California Interagency Council on Homelessness’s [Action Plan for Preventing and Ending Homelessness in California](#). This RFA has been customized to reflect the needs and best practices of Tribal entities, as voiced by Tribal peoples, and has been informed by existing research and through stakeholder engagement.

The following priorities drive the implementation of the BHBH Program:

- There is a critical need for housing solutions within Tribal communities, and the focus is on access to immediate bridge housing.
- Collaboration will complement ongoing state, county, and Tribal efforts to address homelessness.
- BHBH Program settings will provide supportive behavioral health services and housing navigation to assist people who have serious behavioral health conditions and are experiencing homelessness.

For purposes of the BHBH Program, “bridge housing” is defined as short- and mid-term residential options and serves as a bridge to longer-term housing (see [Attachment C](#)). Bridge housing may include emergency shelter, interim housing, and short- or medium-term rental assistance, as well as housing navigation and supportive services to remove barriers and address longer-term housing needs. Bridge housing must meet the [ESG Minimum Habitability Standards](#) and, when possible and as applicable, should also meet [CoC Housing Quality Standards \(HQS\)](#). All bridge housing programs must include voluntary supportive services and housing navigation.

## VI. Application Process

### A. Application Process

The application and attachments, along with instructions for submitting the completed application, can be found on the [BHBH Program website](#). Applications will be accepted through an application portal, beginning July 6, 2023. Applications may not be hand delivered or sent by email or mail. The deadline for all applications is September 15, 2023, at 4:00 p.m. PT. Applications submitted after the deadline will not be accepted.

Information provided by the applicant can be made available for public review, unless otherwise exempted by law (Inspection of Public Records, Chapter 3.5, Division 7, Government Code).

Event	Date
Tribal entity RFA released	June 19, 2023
Informational webinar	July 10, 2023, 11:00 a.m. PT. <a href="#">Register online.</a>

Applications due	September 15, 2023, 4:00 p.m. PT
Tribal entity conditional awards announced	Fall 2023
Contracts executed	Within 60 days of Tribal entity's receipt of initial contract

## B. Application Instructions

This round of BHBH Program funding is intended to support Tribal entities in planning or implementation efforts that address the most appropriate and immediate bridge housing strategies for their communities while adhering to best practices and using funds as allowable.

**The BHBH Program application uses a fillable form on an online application portal hosted by [SurveyMonkey Apply](#).** Before beginning the application, please review this RFA and the additional information and application questions in [Attachment A](#) (Track 1: Planning Grant) or [Attachment B](#) (Track 2: Implementation Grant). To complete the required budget, please follow the budget instructions accompanying the application questions. Use the Excel template available on the [BHBH Program website](#) and upload the budget and budget narrative to the application portal.

You will be able to upload documents, including the required organizational chart, budget, budget narrative, and signed attestation, as well as any other necessary supporting documentation, to SurveyMonkey Apply. An email confirming receipt of the complete application will be sent within 24 hours of submission.

## C. Additional Specifications

1. If deemed necessary by DHCS, DHCS, directly or through AHP, may collect additional applicant documentation, signatures, missing items, or omitted information during the application review process. DHCS will advise the applicant by email or in writing of any documentation that is required and the submission timeline. Failure to submit the required documentation in a manner DHCS deems responsive by the date and time indicated may lead DHCS to find the applicant nonresponsive and eliminate the application from further BHBH Program funding consideration.
2. The submission of an application to this RFA does not obligate DHCS to make a contract award.
3. DHCS reserves the right to deem incomplete responses as nonresponsive to the RFA requirements.
4. DHCS reserves the right to modify or cancel the RFA process at any time.
5. Any of the following may cause DHCS to reject a response from further consideration:
  - a. Failure to meet the stated applicant requirements by the submission deadline.
  - b. Failure to comply with a request to submit additional documentation in a timely manner.
  - c. Failure to comply with all performance requirements, terms, conditions, and/or exhibits that are being prepared for the resulting contract.

## D. Information Sessions

An informational webinar on July 10, 2023, from 11:00 a.m. to 12:30 p.m. PT will provide details about both the BHBH Program and this RFA and application process. Applicants for both planning and implementation grants are strongly encouraged to attend. [Registration](#) is required. The webinar will be recorded and posted on the [BHBH Program website](#).

In addition, during the RFA period, AHP will conduct a BHBH Program 101 webinar and provide two rounds of office hours open to all prospective applicants. Applicants may also request a consultation. More information will be available on the [BHBH Program website](#).

## E. Questions

To submit a question related to the RFA or the application instructions, or to submit a technical question related to the online application portal, please request a consultation through the [Help Desk](#).

## F. Reasonable Accommodations

DHCS will provide assistive services such as reading or writing assistance and conversion of the RFA, questions and answers, RFA addenda, or other Administrative Notices to Braille, large print, audiocassette, or computer disk as needed. To request copies of written materials in an alternate format, please send an email to [BHBHinfo@ahpnet.com](mailto:BHBHinfo@ahpnet.com) or call (323) 545-6202.

## G. Proposal Review Criteria

Applicants must respond to all questions, address the minimum program requirements, and describe their proposed plan and budget in detail. Applications that do not identify how the BHBH Program minimum requirements will be met may not be considered for funding. See Attachments A and B for the scoring criteria for each track.

The following overarching criteria will be used to evaluate applications:

- Description of community and need for assistance.
- Ability and experience in addressing housing, homelessness, and serious behavioral health conditions in tribal communities.
- Projects meet the purpose of BHBH Program and program requirements for the track.
- Qualifying experience and capacity to undertake the BHBH Program and enact the designated planning and implementation activities.
- Management capacity and cost reasonableness of budget.

Proposal ranking and selection will consider a number of relevant factors, with the goal of ensuring equitable opportunity for applicants of all population sizes, experience, and needs. In addition, partial funding may be awarded if components of the application are deemed unallowable or do not support the BHBH Program objectives, or if the applicant does not provide sufficient follow-up information. Applicants for Implementation Grants that do not meet the

minimum requirements may be considered for a Planning Grant instead, at the discretion of DHCS.

## H. Award Process

Successful applicants will be notified by email of award decisions. AHP will schedule meetings with conditional awardees to discuss the contracting process, including development of the statement of work (SOW) and payment schedule.

## I. Appeals

Applicants submitting a response to this RFA may not protest or appeal the award. All award decisions are final. Applicants who do not receive funding in this round are welcome to apply in the third round of BHBH Program funding (see [Introduction](#)).

## J. Accessibility and Nondiscrimination

All BHBH Program-funded projects shall adhere to the accessibility requirements set forth in California Building Code Chapters 11A and 11B and the Americans with Disabilities Act (ADA), Title II. In addition, developments shall adhere to either the Uniform Federal Accessibility Standards (UFAS, 24 CFR Part 8) or HUD's modified version of the 2010 ADA Standards for Accessible Design (Alternative 2010 ADAS, HUD-2014-0042-0001, 79 FR 29671 [5/27/14], commonly referred to as "the Alternative Standards" or "HUD Deeming Memo"). Accessible units shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the project and be available in a sufficient range of sizes and amenities consistent with 24 CFR Part 8.26.

Grantees shall adopt a written nondiscrimination policy requiring that no person shall, on the grounds of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, age, medical condition, genetic information, citizenship, primary language, immigration status (except where explicitly prohibited by federal law), justice system involvement (except where explicitly required by law), or arbitrary characteristics, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project or activity funded in whole or in part with funds made available pursuant to this RFA. Nor shall all other classes of individuals protected from discrimination under federal or state fair housing laws, individuals perceived to be a member of any of the preceding classes, or any individual or person associated with any of the preceding classes be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project or activity funded in whole or in part with funds made available pursuant to this RFA.

Grantees shall comply with the requirements of the Americans with Disabilities Act of 1990, the Fair Housing Amendments Act, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, Government Code Section 11135, Section 504 of the Rehabilitation Act of 1973, and all regulations promulgated pursuant to those statutes, including 24 CFR Part 100, 24 CFR Part 8, and 28 CFR Part 35.



# Attachment A

## Track 1: Planning Grant

This attachment contains information essential to applying for a Behavioral Health Bridge Housing (BHBH) Program Tribal Entity Planning Grant. This includes program requirements, allowable uses of BHBH Program funds for Planning Grants, application questions, and scoring methodology. If you are interested in funding for both planning and implementation activities, please apply for a [Track 2: Implementation Grant](#) and include descriptions of planning activities.

### Included Information

- A. Track 1: Program Requirements
- B. Track 1: Application Questions
- C. Track 1: Budget Instructions
- D. Track 1: Proposal Review and Scoring

### A. Track 1: Program Requirements

These program elements provide a short description of the key details related to Planning Grants.

Funding amount	\$150,000
Time frame	November 1, 2023–December 31, 2024.  Grantees may complete planning grant activities earlier than December 31, 2024.  Grantees that would like to request an exception to this timeline will need to provide a detailed written justification for the request, which will be reviewed by DHCS.
Populations served	The purpose of the BHBH Planning Grant is to assist Tribal communities in developing a plan for how to best serve individuals with a serious behavioral health condition who are

	<p>experiencing homelessness. (See <a href="#">Attachment C</a> for definitions of “serious behavioral health condition” and “homeless.”)</p>
<p><b>Minimum requirements for grantees</b></p> <p><i>All Planning Grantees will be expected to meet all of these requirements.</i></p>	<ul style="list-style-type: none"> <li>• Designate a program director, project lead, or other point of contact.</li> <li>• Provide an outline of partnerships that will support the Planning Grant. Those may include Tribally Designated Housing Entities (TDHEs), Tribal nonprofits, community-based organizations, mental health and substance use disorder (SUD) service providers, local behavioral health departments, and other supportive partners.</li> <li>• Include people with lived experience of homelessness and serious behavioral health conditions—both SMI and SUD—as part of BHBH planning.</li> <li>• Develop and submit Planning Grant goals, objectives, and activities to be completed.</li> <li>• Submit midpoint and final reports.</li> <li>• Submit required documentation, ensuring expenses are allowable, and retaining sufficient backup documentation related to expenses. DHCS, AHP, or a designee may conduct desk or site audits that require grantee participation.</li> <li>• Participate in coaching calls, learning collaboratives, and other required training and technical assistance (TTA) activities.</li> </ul>
<p><b>Eligible uses</b></p> <p><i>For questions about eligible uses, please contact the Tribal entities RFA <a href="#">Help Desk</a>.</i></p>	<p>Applicants may seek a \$150,000 BHBH Program Planning Grant to provide support for pre-development, relationship building, strategizing, and/or capacity-building activities necessary to address the needs of their population who are experiencing homelessness and have a serious behavioral health condition, including SMI and/or SUD. Examples of funding uses include, but are not limited, to the following:</p> <ul style="list-style-type: none"> <li>• Paying internal staff, including related supplies and equipment, to oversee the BHBH Program grant and engage in planning activities.</li> <li>• Conducting community needs assessment activities.</li> <li>• Hiring consultants and subcontractors to support development of a BHBH Program plan and/or other grant activities.</li> <li>• Creating a strategy and plan to increase availability of housing for people experiencing homelessness and serious behavioral health conditions and their families, including evaluating available federal, state, Tribal, and other funding options.</li> <li>• Developing or improving a Tribal homelessness documentation system, or information sharing among partners.</li> <li>• Identifying potential sites for BHBH housing.</li> <li>• Training and cross-training to educate housing providers on behavioral health and behavioral health providers on housing in order to work together toward a common plan of action.</li> <li>• Conducting initial project site identification, evaluation, planning, pre-development costs, and similar activities; Bureau of Land Management and other permitting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identifying potential funding sources to complement BHBH Program funds, including bridge housing and supportive services, and to sustain BHBH programs.</li> <li>• Conducting community outreach and education.</li> <li>• Conducting landlord and/or contractor recruitment to increase access to housing.</li> <li>• Creating a website or conducting other community outreach activities.</li> </ul>
<p><b>Funding Limitations</b></p>	<p>Track 1 awards are expressly intended for planning, pre-development, and capacity building only. Planning grant funds may not be used for direct services or housing. <i>If seeking funds for direct services that include planning activities, consider submitting the application through Track 2: Implementation Grants instead.</i> Track 1 awardees may also apply for the BHBH Program Round 3 in winter 2023–24, but should be aware that funding is competitive and not guaranteed.</p> <p>Grantees will be responsible for submitting invoices, ensuring expenses are allowable, and retaining sufficient backup documentation related to expenses. DHCS, AHP, or a designee may conduct desk or site audits that require grantee participation.</p>
<p><b>Contracting and Fund Disbursement</b></p>	<p>Selected applicants will contract with AHP, the BHBH Program administrative entity.</p> <p>Funding for Track 1 grantees will be distributed in three payments: upon contract execution (\$75,000), upon submission of a midpoint report (\$60,000), and upon submission of the final report (\$15,000). If a Tribal entity does not achieve its identified milestones or meet funding requirements, DHCS reserves the right to redistribute awarded grant funds elsewhere within the BHBH Program. Changes to the Track 1 payment distribution will be considered on a case-by-case basis.</p>

## B. Track 1: Application Questions

Applicants will be required to submit all application materials through the [SurveyMonkey Apply](#) application portal, where there may be prompts for additional information. The application questions are provided here for reference only. Final questions in the application portal may differ slightly. In these questions, “you” and “your” refer to the applicant’s organization, Tribe, or Tribal entity.

**Executive Summary (required, not scored)**

Please provide a 200- to 250-word summary (for public use) describing your agency, key partners, and community, as well as what you hope to accomplish with BHBH Program funding.

**Community/Need for Assistance (10 points)**

- 1) Please describe your Tribal community. Include location (county/city and/or Tribal lands), service population information, if your organization is in a rural or urban area, housing availability, and any other information you feel is relevant to understanding your service area. (250-word limit)
- 2) How do behavioral health conditions (serious mental illness and/or substance use disorder) affect the ability of individuals to find and retain housing in your Tribal community? (250-word limit)

**Experience (30 points)**

- 1) Provide a brief description of your organization and experience serving Tribal communities. (250-word limit)
- 2) Describe your experience providing housing and working with populations experiencing homelessness. (250-word limit)
- 3) Describe your experience working with populations experiencing serious mental illness and/or substance use disorder. (250-word limit)
- 4) Does your proposed project include possible partnerships or subcontractors?
  - YES
  - NO
  - a) If yes, describe your subcontractors and other key partners, their role(s), and the expertise they will bring to the project. Specify all by name.
  - b) If no, please explain your capacity to complete all planned activities, including plans to hire additional staff, if needed. (250-word limit)

**Proposed Planning Process (35 points)**

- 1) Provide a brief description that includes what you hope to accomplish and your project goals. (250-word limit)
- 2) Provide a brief timeline with significant milestones for the bridge housing start-up and implementation of the BHBH Program using the table below or upload a document that includes the same information. (Note: In the application form, additional rows will be available.)

<b>BHBH Program Planning Timeline</b>		
Key Milestones	Responsible Party	Anticipated Completion Date

**Project Management (20 points)**

- 1) How will you ensure that this planning project is addressing your Tribal community’s needs? (250-word limit)
- 2) How will you include persons with lived experience in this planning project? (250-word limit)
- 3) Provide a BHBH organizational chart that shows key staff and partners. (pass/fail)

**Proposed Budget/Budget Narrative (pass/fail, 5 points)**

Please provide a detailed BHBH Program budget and a narrative budget justification. The budget must be submitted using the BHBH Program Excel budget template, available [online](#). Once you have completed the budget template and the narrative budget justification, you will upload them with the application.

## C. Track 1: Budget Instructions

### Background

Applicants must use the approved Excel budget template and upload the budget into the SurveyMonkey Apply form. Any application submitted using an alternative budget template will be deemed insufficient. All applicants must also submit a budget narrative as a supplement to the budget spreadsheet. The budget narrative will provide details on the costs in each budget section on the spreadsheet.

This budget instructions resource has been developed to support all applicants in their successful application process. The proposal program design and the budget should align. The budget narrative must also provide sufficient information to explain the costs included in the budget. If some costs are estimates, please indicate this information in the narrative.

The budget that is submitted should include only funding requested for the BHBH Program, not other funding sources or programs for which the BHBH Program is serving as match. If an applicant wishes to include information on alternative funding sources, they may include such information in the budget narrative.

See below for additional information on completion of the budget. Please submit all questions related to the budget or budget instructions to the BHBH Program [Help Desk](#).

Please note that the formulas in the Excel budget template are locked and will not allow any changes to the formulas. If you have any issues with the formulas, please contact the BHBH Program [Help Desk](#).

### Personnel

The personnel section is the description of the individuals who will be supporting the various BHBH Program planning activities.

List the Tribal entity staff positions that will be involved and their FTE for the BHBH Planning Grant. List the position title, names (if available) of staff members who have that title (e.g., “Staff Services Analyst (5)”), and provide the total cost information for the duration of the project. Identify the total salaries, calculate benefits, and provide the total cost for all personnel for each fiscal year. Provide a description of each position and contributions to the planning process as part of the budget narrative.

Note: Salaries for the participation of individuals with lived experience of homelessness and SMI and/or SUD in planning and implementation efforts are allowable expenses. Stipends for ongoing consultants should be included as part of the subcontractors and stipends for one-time or occasional participation should be included as Other Direct Expenses.

## Subcontractors or Consultants

The subcontractor/consultant section should be broken down by each agency or consultant you plan to contract with. Each subcontractor/consultant should have its own row. The budget narrative should briefly describe the subcontractor role and anticipated funding/expenses.

If you plan to hire a subcontractor or consultant but do not know the specific organization yet, please include a brief description (e.g., housing expert) in the budget template and the budgeted costs. Include a brief statement in the narrative of the procurement process, anticipated amount to be awarded, and timeline.

## Other Direct Costs

Direct costs are expenses incurred for activities linked directly to a specific project. Examples of direct costs may include printing, meeting space, travel, stipends for advisors with lived experience, communications, training, supplies, or minor equipment. Note that mileage, taxis, and ride shares are allowable expenses, but the purchase or leasing of vehicles is *not* an allowable expense. Expenses must be in compliance with the state reimbursement requirements, as applicable.

## Indirect Costs

Indirect costs consist of general management costs necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing, legal fees, and centralized data processing. Tribal entities with a federally approved indirect rate may use these rates for indirect costs and provide a description in the budget narrative. (Documentation will be required at the time of award.) Agencies without a federal indirect rate may use an indirect rate of up to 10 percent of direct costs.

## D. Track 1: Proposal Review and Scoring

**Executive Summary:** YES or NO

**Proposed Budget/Budget Narrative:** YES or NO

**Narrative Questions will be scored using the following:**

Qualifier	Excellent	More Than Adequate	Adequate	Barely Adequate	Inadequate	Total Score
Community/Need for Assistance (10 points)						
Experience (30 points)						
Proposed Planning Process (35 points)						
Project Management						

(20 points)						
Budget (5 points)						

**Excellent:** Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s). Response demonstrates the ability and intent to exceed the requirement(s), provides evidence of current ability to comply, and proposes detailed plans or methodologies that further assure how the requirement(s) will be exceeded.

**More Than Adequate:** Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s), provides evidence of current ability to comply, and/or provides detailed plans or methodologies to further assure compliance with the requirement(s). The response is not considered excellent or outstanding but is above average and has no flaws, omissions, or defects.

**Adequate:** Response and/or supporting information meets the basic RFA requirement(s) and demonstrates an understanding of, and the ability and intent to, meet the requirement(s). There may be one or more omissions, flaws, and/or defects, but they are inconsequential and acceptable.

**Barely Adequate:** Response and/or supporting information just meets the RFA requirement(s) and/or the information is unclear. Response provides very minimal descriptive information to support the Applicant’s claim that they understand and intend to meet the requirement(s). Response is lacking information, lacking depth or breadth, or lacking facts and/or details.

**Inadequate:** Applicant does not include a response and/or supporting information for the requirement(s) or does not commit to meet the RFA requirement(s).

## Attachment B

### Track 2: Implementation Grants

Information in this section relates to the application for Track 2: Implementation Grants, including program requirements, allowable uses of BHBH Program funds for Implementation Grants, application questions, and scoring methodology. Applicants that would like to apply for direct service funding that includes planning activities should apply for only the Implementation Grant, as planning activities are included in its allowable uses. (Information related to Track 1: Planning Grants is located in [Attachment A](#).)

#### Included Information

- A. Track 2: About BHBH Program Tribal Entity Implementation Grants
- B. Track 2: Minimum Requirements for Grantees
- C. Track 2: Allowable BHBH Program Activities
- D. Track 2: Tribal Entity Implementation of the BHBH Program
- E. Track 2: Requirements for TTA, Reporting, and Monitoring
- F. Track 2: Application Questions
- G. Track 2: Budget Instructions
- H. Track 2: Proposal Review and Scoring

#### A. Track 2: About BHBH Program Tribal Entity Implementation Grants

Funding amount	Applicants are welcome to apply for Implementation Grants in any amount up to \$5 million.
Time frame	BHBH Program funding used for implementation must be spent no later than March 31, 2027. Funding for Tribal entities will be monitored and paid based on the achievement of identified milestones provided through required reporting, as outlined below. Changes to a BHBH Program Plan described below,

	including the timeline, and budget modifications, will be accepted only by written request and must be approved by DHCS. If a Tribal entity is not on track to meet funding deliverables and spend its full contracted amount, DHCS reserves the right to redistribute those grant funds elsewhere within the BHBH Program.
Populations served	Tribal entities must serve individuals with serious behavioral health conditions (SMI and/or SUD) who are experiencing homelessness. ( <a href="#">See Attachment C</a> for definitions of “serious behavioral health condition” and “homeless.”)
Minimum requirements for grantees	All grantees will be expected to meet all minimum requirements (as described below), which the Tribal entity must outline in its BHBH Program Plan. Additional requirements are identified below.
Eligible uses  <i>For questions about eligible uses, please contact the Tribal entities RFA <a href="#">Help Desk</a>.</i>	Applicants may request a BHBH Program grant in any amount up to \$5,000,000 to provide funding for behavioral health housing infrastructure, bridge housing operations as described below, and other related services described below. Funding will be awarded based on a demonstration of housing services provided. See BHBH Allowable Program Uses section for more information and examples.
Funding limitations	Grantees will be responsible for submitting invoices, ensuring expenses are allowable, and retaining sufficient backup documentation related to expenses. DHCS, AHP, or a designee may conduct desk or site audits that require grantee participation.
Contracting and fund disbursement	Selected awardees will contract with Advocates for Human Potential, Inc. (AHP), the BHBH Program administrative entity.

## B. Track 2: Minimum Requirements for Grantees

- Designate a program director, project lead, or other point of contact.
- Identify goals, objectives, activities, and timeline to be completed and report on progress in meeting them.
- Provide behavioral health bridge housing as described. Submit and update a BHBH Program Plan, using a template to be provided, that describes how the Tribal entity will use the BHBH Program funds.
- Provide a list of the partnerships that will be involved. Those may include Tribally Designated Housing Entities (TDHEs), Tribal nonprofits, community-based organizations, mental health and SUD treatment service providers, local behavioral health departments, and other supportive partners.

- Include people with lived experience of homelessness and serious behavioral health conditions—either SMI and/or SUD—as part of BHBH programmatic planning, implementation, and quality improvement.
- Submit policies and procedures for Participant Assistance Funds, Rental Assistance, and/or Landlord Outreach and Mitigation Funds (see [Allowable BHBH Program Activities](#)), as applicable.
- Meet the requirements for TTA, Reporting, and Monitoring, as identified in [Section E](#), below.
- If infrastructure is identified, the grantee must adhere to a \$75,000 per-bed cost maximum. Additionally, the infrastructure project must be scheduled for completion within one year of contract execution. Applicants may request an exception to the per-bed cost maximum and infrastructure completion date. Further information is provided on the exception process [below](#).
- Provide documentation of site control; insurance; compliance with federal, state, and local laws; and other certifications for certain uses of bridge housing infrastructure funding, as applicable.

## C. Track 2: Allowable BHBH Program Activities

The goal of the BHBH Program is to expand the available bridge housing to support individuals with serious behavioral health conditions and experiencing homelessness.

The following describes activities that are allowable uses of BHBH Program funds for meeting program requirements as outlined in this attachment. This list is not intended to be comprehensive.

### Bridge Housing

For purposes of the BHBH Program, “bridge housing” is defined as short- and mid-term residential options and serves as a bridge to longer-term housing ([see Attachment C](#)).

Tribal entities and their partners may provide bridge housing through any of several methods, including directly operating or contracting for shelter/interim housing beds, providing short- or mid-term rental assistance, or for auxiliary funding in assisted living settings. Tribal entities may work with homelessness service providers to expand capacity and/or provide necessary supports and accommodations so individuals with serious behavioral health conditions can succeed in programs typically designed for the broader population experiencing homelessness. BHBH programs must be developed in a manner that provides for choice, enables people to stay in their “home” communities, and provides for community integration in accordance with all applicable federal and state regulations.

All bridge housing settings must include voluntary supportive services for individuals (see [Attachment C](#) for definition of supportive services). When not covered by another funding source (due to the restrictions of non-supplantation), allowable costs for BHBH settings include necessary housing operation costs (e.g., facility rent, utilities, Wi-Fi, insurance, onsite manager, repairs, food, hygiene products), as well as the costs for supportive services to bolster

participants' housing stability and retention. Funds may be used to support the development of partnerships and create a model to administer rental subsidies. Expenditures related to pet accommodations are allowable.

Bridge housing must meet the [ESG Minimum Habitability Standards](#) and, when possible and as applicable, should also meet [CoC Housing Quality Standards \(HQS\)](#).

BHBH models or housing types should be selected based on community needs and gaps and may include shelter/interim housing, rental assistance coupled with supportive services, and/or auxiliary funding in assisted living settings, and all must include housing navigation for individual sustainability.

More information on each of the three housing types is described below. Please note that all BHBH Program participants should receive housing navigation.

**Shelter/Interim Housing.** Shelter or interim housing is intended to be of short- or mid-term duration while individuals are preparing to move into longer-term housing options such as Permanent Supportive Housing (PSH) or other stable living situations. For purposes of the BHBH Program, this could include tiny homes, emergency shelter, motel vouchers or motel-based sheltering efforts, navigation centers, peer respite, crisis housing, transitional housing, recovery housing, recuperative care models, and/or community-reentry and diversion housing programs.

Bridge housing may include individual units, shared living (with private or smaller-occupancy rooms), individual rooms in homes, or tiny homes. Congregate environments (e.g., dorms with larger-occupancy rooms) may be considered, but only if they can be proven appropriate for the population.

**Rental Assistance.** Tribal entities may also offer short- or mid-term rental assistance or subsidies as part of an overall bridge housing strategy. Rental assistance must be combined with easy access to clinical and supportive behavioral health care, as appropriate for the participant. Rental payments must be made to the landlord on behalf of the tenant in scattered-site or project-based housing. The duration of rental assistance is at the discretion of the Tribal entity but should take into consideration the funding end date. The Tribal entity should work to identify long-term housing sustainability solutions for the tenant, such as family reunification (including family financial housing supports such as reimbursing room rental for a family member), income supports (including public benefit or employment income), or other long-term rental or housing assistance.

**The settings must provide supportive services that address the housing needs of participants.** BHBH programs are low barrier and use harm reduction strategies and Housing First principles, unless the most appropriate available option is a sober living/recovery residence that supports the individual client's needs.

To receive BHBH Program rental assistance funds, the Tribal entity must submit for DHCS review related policies and procedures that address the following:

- The calculation of rental assistance, which must be indicated and must use either Fair Market Rents (FMRs) or a rent reasonableness methodology to calculate allowable

rental rates. Tribal entities may offer either shallow subsidies up to a specific dollar amount or a formula in which the individual pays a portion of the rent based on income.

- Clear eligibility requirements for individuals and units for short-term and/or mid-term rental assistance. The requirements for both short- and mid-term assistance may be the same, or the Tribal entity may have fewer requirements for short-term assistance than for mid-term.
- Fraud prevention, along with regular audits and clear documentation of all payments.
- Requirements for payments to be made directly to property owners or managers.
- Requirements to provide supportive services and resources to individuals who are receiving rental assistance, to remove barriers and help them obtain longer-term rental assistance or other affordable housing.
- Requirements for participants to have access to supportive services.

**Auxiliary Funding in Assisted Living Settings.** This is funding to support the successful placement of people who have licensed care needs. Assisted living settings are licensed by the California Department of Social Services (CDSS) and include Adult Residential Facilities (ARFs) and Residential Care Facilities for the Elderly (RCFEs), among others. The length of the funding may be determined by the Tribal entity and may only be necessary until the client has stabilized and can be served in a lower level of care. There is not a licensure restriction on the use of interim housing options (see [Shelter/Interim Housing](#), above); however, if a facility is required to have a license, it must have a current/valid license to utilize BHBH Program funds. BHBH Program funds may not be used for locked facilities (where participants cannot leave).

### **Navigation Services**

In all three housing types, a key to the success of the BHBH Program is housing navigation to assist individuals to move away from homelessness to appropriate, affordable permanent housing and supports. People who receive services and housing funded by the BHBH Program must have the opportunity to receive housing navigation services. (See [Attachment C](#) for a definition of “housing navigation.”) Housing navigation includes assistance in identifying and applying for appropriate housing subsidies or housing programs, Participant Assistance Funds, Rental Assistance, and housing through either the BHBH Program or other funding sources. Housing navigation services may either be offered as part of the services at a specific BHBH Program, as a standalone service that works with clients of multiple bridge BHBH sites, or by a housing navigation team that serves multiple housing programs.

As part of housing navigation, BHBH Program funds may also be used for a Landlord Outreach and Mitigation Fund to support engagement of property owners, which may include offering property owners supports and incentives. Landlord/owner outreach may include the development of presentations, outreach materials, campaigns, incentives, and support to help properties meet the requirements of subsidizing agencies. Additionally, Tribal entities may establish a mitigation fund to offset any damages caused by a BHBH Program participant and/or for use if an eviction should become necessary. Prior to receiving funds for Landlord Outreach and Mitigation Funds, the Tribal entities must submit complete policies and procedures for the use of these funds.

Participant Assistance funds are used to remove barriers and support people with behavioral health conditions who are also experiencing homelessness meet their immediate housing needs

(e.g., assistance getting IDs and other vital documents, transportation, food, and hygiene products) and are allowable. Funds may also be used to support individuals in completing housing applications, or for costs associated with credit reports, security deposits, utility hookups, and moderate furnishings. Tribal entities must have clear policies, procedures, and protocols for managing Participant Assistance and move-in funds prior to drawing down of these funds.

## **D. Track 2: Tribal Entity Implementation of the BHBH Program**

- Convene an advisory board, comparable entity, or local process for soliciting input into program planning, implementation, and quality improvement from people with lived experience of homelessness and serious behavioral health conditions.
- Establish and fund a program lead who will direct these efforts.
- Coordinate with local partners/subcontractors and other stakeholders focused on serving similar populations to expand capacity for addressing the needs of individuals with serious behavioral health conditions.
- Submit required reports and documentation to AHP/DHCS.
- Plan for continued sustainability of BHBH program sites past March 31, 2027.

### **Planning Activities**

BHBH Program funds may be used to support pre-development, relationship building, strategizing, and/or capacity-building activities necessary to address the needs of the population who are experiencing homelessness and have a serious behavioral health condition, including SMI and/or SUD. Examples of funding uses include, but are not limited, to the following:

- Paying internal staff, including related supplies and equipment, to oversee the BHBH Program grant and engage in planning activities.
- Conducting community needs assessment activities.
- Hiring consultants and subcontractors to support development of a BHBH program plan and/or other grant activities.
- Creating a strategy and plan to increase availability of housing for people experiencing homelessness and serious behavioral health conditions and their families, including evaluating available federal, state, Tribal and other funding options.
- Developing or improving a Tribal homelessness documentation system or information sharing among partners.
- Identifying potential sites for BHBH housing.
- Training and cross-training to educate housing providers on behavioral health and behavioral health providers on housing in order to work together for a common plan of action.
- Conducting initial project site identification, evaluation, planning, pre-development costs, and similar activities; Bureau of Land Management and other permitting.
- Identifying potential funding sources to complement BHBH Program funds, including bridge housing and supportive services, and to sustain BHBH programs.
- Conducting community outreach and education.
- Conducting landlord and/or contractor recruitment to increase access to housing.

- Creating a website or conducting other community outreach activities.

## **Outreach and Engagement**

Tribal entities are encouraged to identify individuals from within their own community who are experiencing homelessness, and to collaborate with local homelessness outreach and engagement efforts already in place to identify who can be enrolled in both behavioral health services and BHBH Program-funded programs. Outreach and engagement should not be seen as standalone services in the BHBH Program. Instead, outreach and progressive engagement to offer and encourage an individual or family to enter BHBH may be carried out by staff of the BHBH site or services. BHBH Program funding should be the funding of last resort for the provision of these services. Other funding sources, such as Medi-Cal, must be utilized first. BHBH Program funding cannot supplant existing funding.

The following outreach and engagement activities are allowable through the BHBH Program:

- Outreach to individuals experiencing or at risk of experiencing homelessness, including, but not limited to street outreach, with a focus on engagement, building rapport, harm reduction, and linkage to the BHBH Program and behavioral health care, including but not limited to, individuals not currently engaging in behavioral health services
- Collaboration with institutions (e.g., jails, prisons, psychiatric hospitals, treatment centers) to enhance discharge planning for applicant's Tribal community, with a focus on preventing homelessness

## **Bridge Housing Start-Up Infrastructure (maximum of \$75,000 per bed)**

BHBH Program funding can be used for start-up costs and to make facilities more available to individuals with serious behavioral health conditions. Bridge housing start-up infrastructure funding is limited to \$75,000 per bed. All bridge housing start-up infrastructure activities must be complete and beds made available within one year of contract execution.

BHBH Program funds are not intended to fully support the construction of new bridge housing facilities. Tribal entities may use BHBH Program funds in conjunction with other funds as allowable. BHBH Programs should use best practices including addressing people's needs for privacy, pets, possessions, parking, and the specialized accommodations that individuals with serious behavioral health conditions may need.

Examples of allowable start-up infrastructure costs include the initial purchase of furniture, equipment, and appliances; minor renovations to make necessary accessibility modifications for people who also have behavioral health conditions or onsite behavioral health care; the purchase and placement of tiny homes and related utility hookups and supportive facilities; costs related to facility renovations, including allowable adaptive reuse; and for bridge housing, so long as the Tribal entity anticipates the start-up will be completed and the bridge housing brought online within 1 year of contract execution. All of these allowable expenditures must fit within the \$75,000 per-bed limit.

Initial purchases of equipment, furnishings, and/or appliances are part of bridge housing start-up infrastructure but do not require prior approval; however, proof of purchase will be required for reimbursement.

Infrastructure projects that involve minor renovations do not require prior approval; however, proof of purchase will be required for reimbursement. Minor renovations are defined as those renovations that do not require a permit.

Expenditures that include contributing to the purchase of property will require site control, defined as ownership, an executed purchase and sale agreement (PSA), an executed letter of intent (LOI), or an executed exclusive negotiation agreement (ENA). This documentation must be submitted according to the requirements outlined in the contract. All contributions to purchases require preapproval by DHCS.

If proposing the purchase of a facility or rehabilitation/renovation project, Tribal entities must provide the following:

- A. A schedule that demonstrates the project can be completed within the allowable time frame.
- B. A budget in alignment with the usual, reasonable, and customary costs for similar projects. (Each Tribal entity shall be solely responsible for any costs to complete the proposed bridge housing start-up infrastructure in excess of the program funds award amount. Neither DHCS nor AHP will be responsible for any cost overruns.)

After Tribal entities have been approved, the contract will outline the following assurances that they and their subcontractors will:

- A. Establish construction contracts with licensed, insured, and bondable contractor(s) based on a permitted set of construction plans with a licensed, insured, and bondable general contractor for an amount consistent with the costs in the approved project budget.
- B. Obtain all required building, local use, and fire clearance or other required building permits or approvals.
- C. Maintain and provide certificates of insurance for required insurance, including general liability insurance and builder's risk insurance, as follows:

A builder's risk policy, including a permission to occupy endorsement, during the course of construction and, upon completion of construction, if the project is new construction, property insurance covering all risks of loss, excluding earthquake, flood or other risks customarily excluded from "all-risks" coverage, in an amount equal to full replacement cost of the project, including all improvements, fixtures, furnishings and equipment thereon at the time of loss.

If the project is rehabilitation of an existing facility, property insurance covering all risks of loss, excluding earthquake, flood or other risks customarily excluded from "all-risks" coverage, in an amount equal to the full replacement costs of all improvements located on the property on which the project is to be constructed, including all improvements, fixtures, furnishings and equipment thereon at the time of loss. Upon completion of the rehabilitation, any property insurance policy

shall be updated to reflect the increased replacement costs resulting from the rehabilitation.

Workers' compensation insurance as required by the State.

Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles with \$1,000,000 combined single limits.

Commercial general liability insurance of not less than \$1,000,000 per occurrence with an annual aggregate limit of \$5,000,000 for bodily injury and property damage liability combined. The Tribal entity's required limits may be satisfied through a combination of general liability and umbrella policies of coverage. The commercial general liability insurance policy shall cover liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured agreement. The commercial general liability insurance shall apply to each insured against whom claim is made or suit is brought subject to the Tribal entity's limit of liability.

Insurance indemnification. The Tribal entity shall indemnify, defend and hold harmless DHCS and AHP against any and all liabilities to third persons and other losses (not compensated by insurance or otherwise) and for any other costs and expenses incurred, including reasonable attorneys' fees, judgments, settlements or penalties, as a result of any claim or liability resulting from the failure of the Tribal entity (or its lower-tier subcontractors or consultants) to maintain the insurance policies required by this section.

Certify that they, and their contractors, shall comply with all applicable federal, state, and local laws, as applicable. These include, but may not be limited to:

- i. Adherence to the accessibility requirements set forth in California Building Code Chapter 11A and Chapter 11B and the Americans with Disabilities Act, Title II.
- ii. Prevailing wage requirements for construction projects in the State of California (Lab. Code, Sec. 1720 et seq.). The Tribal entity shall provide a certification of compliance with California's prevailing wage law, as well as all applicable federal prevailing wage law. The certification shall (a) verify that prevailing wages have been or will be paid, (b) verify that labor records will be maintained and made available to any enforcement agency upon request, and (c) be signed by the general contractor(s) and the Tribal entity.
- iii. Compliance with [CEQA](#) requirements.
- iv. If a proposed project would result in the displacement of any current residents, the Tribal entity shall have a relocation plan completed in partnership with the displaced individual.

## Exceptions

The BHBH Program is committed to supporting the successful implementation of the BHBH Program in a manner that meets the needs of the communities served. In recognition of this, applicants may choose to request an exception from some of the requirements (described below).

Not all exceptions will be approved. Please note that if your exception is not approved, it may impact the selection of your application for funding.

Exception requests must clearly describe how the exception is essential in order for the applicant to be able to effectively serve their community and how the restrictions limit their implementation. In addition, they must include evidence to support the request for an exception. The following are the only funding requirements for which applicants may request an exception. No other exceptions will be approved.

- \$75,000 per-bed limit on BHBH start-up infrastructure
- BHBH start-up infrastructure completion within one year of contract execution

## E. Track 2: Requirements for TTA, Reporting, and Monitoring

Grantees will be required to submit quarterly progress reports that include narrative and data reports. The schedule of quarterly progress reports will be provided at the time of contracting. Grantees will also be required to submit invoices of actual expenditures based on the deliverables outlined in the contract. Invoices will not be paid until all required data have been submitted.

Grantees will submit data reports in a data portal, if applicable. The metrics will include, but may not be limited to, the following:

- Number of people served by each eligible component and demographic information.
- Quarterly unduplicated bed nights of bridge housing and average length of stay.
  - Shelter/Interim housing
  - Rental assistance
  - Auxiliary funding for assisted living settings
- Quarterly reporting of:
  - Number of individuals who received housing navigation services.
  - Estimated number of individuals who received outreach and engagement.
- Number of individuals who have a [CARE Act](#) plan or are participating in the CARE program.

Grantees will be responsible for submitting invoices, ensuring expenses are allowable, and retaining sufficient backup documentation related to expenses. DHCS, AHP, or a designee may conduct desk or site audits that require grantee participation.

Grantees will be required to submit documentation for specific projects prior to the drawdown of funds. This includes but is not limited to the following:

- Participant Assistance Funds, Rental Assistance, and Landlord Outreach and Mitigation Fund policies and procedures, as applicable.
- For use of bridge housing infrastructure funds for certain costs, including rehabilitation, the purchase of tiny homes, or the purchase of property, the following may be required: documentation of site control; insurance; compliance with federal, state, and local laws; and other certifications and requirements, as applicable. (See [Allowable BHBH Program Activities](#)).

Grantees will be expected to participate in coaching calls, learning collaboratives, and other required TTA activities. Some technical assistance topics will focus on data tracking and reporting. Technical assistance will also focus on bridge housing site locations, including the identification of appropriate sites that could be converted into bridge housing. Various toolkits will be provided, including optional templates for grantee use such as operations manuals, start-up checklists, and rental assistance administration guides.

## F. Track 2: Application Questions

Applicants will be required to submit all application materials through the [SurveyMonkey Apply](#) application portal, where there may be prompts for additional information. The application questions are provided here for reference only. Final questions in the application portal may differ slightly. In these questions, “you” and “your” refer to the applicant’s organization, Tribe, or Tribal entity.

### ***Executive Summary (required, not scored)***

Please provide a 200- to 250-word summary (for public use) describing your agency, key partners, and community, as well as what you hope to accomplish with BHBH Program funding.

### ***Community/Need for Assistance (10 points)***

- 1) Please describe your Tribal community. Include location (county/city and/or Tribal lands), service population information, if your organization is in a rural or urban area, housing availability, and any other information you feel is relevant to understanding your service area. (250-word limit)
- 2) How do behavioral health conditions (serious mental illness and/or substance use disorder) affect the ability of individuals to find and retain housing in your Tribal community? (250-word limit)

### ***Experience (25 points)***

- 1) Provide a brief description of your organization and experience serving tribal communities. (250-word limit)
- 2) Describe your experience providing housing and working with populations experiencing homelessness. (250-word limit)
- 3) Describe your experience working with populations experiencing serious mental illness and/or substance use disorder. (250-word limit)
- 4) Does your project plan include key partners or subcontractors?  
 YES

NO

a) If yes, describe your subcontractors and other key partners, their role(s), and the expertise they will bring to the project. Specify all by name. (250-word limit)

b) If no, please explain your capacity to complete all implementation activities, including plans to hire additional staff, if needed. (250-word limit)

5) Do you have experience implementing grants over \$200,000?

YES

NO

If no, what are your plans to expand capacity to successfully administer the BHBH Program and ensure all funds are spent by March 31, 2027? (150-word limit)

***Proposed Implementation (35 points)***

1) Provide a brief description that includes what you hope to accomplish and your project goals. (250-word limit)

2) What types of allowable uses will your program plan implement? Select all that apply. Each selection will prompt you to provide a brief description (500-word limit per selection) of how you plan to implement each of the selected allowable uses.

Planning activities

Outreach and engagement

Shelter and interim housing

Rental assistance

Bridge housing start-up infrastructure

Auxiliary funding in assisted living settings

Housing navigation

BHBH Program implementation

3) How will the BHBH Program project address the unique needs of individuals with diverse behavioral health conditions (e.g., opioid use disorder, psychotic disorder, post-traumatic stress disorder, stimulant use disorder)? (500-word limit)

4) How will you ensure that this project is addressing your community's needs? What strategies will you use to measure your program's success? (500-word limit)

***Project Management and Sustainability (25 points)***

1) Describe your management and staffing plan for implementation of the BHBH Program. (500-word limit)

2) How will you ensure that this project is addressing your community's needs? What strategies will you use to measure your program's success? (500-word limit)

3) How will you include persons with lived experience in this project? (250-word limit)

- 4) Provide a brief timeline with significant milestones for the bridge housing start-up and implementation of the BHBH Program using the tables below or upload a document that provides the same information. If you upload your own document, please be sure it addresses the information requested in both of these tables. (Note: In the application form, additional rows will be available.)

<b>BHBH Program Implementation Start-Up</b> (address each required area in <a href="#">Allowable BHBH Program Activities</a> )		
Key Milestones	Responsible Party	Anticipated Completion Date
Bridge Housing Project(s) Start-up (include bridge housing start-up infrastructure, outreach and engagement, bridge housing-interim housing, bridge housing-rental assistance, bridge housing-auxiliary payments in assisted living settings, and housing navigation under bridge housing project(s) start-up)		

<b>BHBH Program Quarterly Implementation Milestones</b> (address each allowable use category)		
Key Milestones	Responsible Party	Performance Measure
Summarize the key accomplishments to be completed in the first 90 days, first six months, and first year of the program.		

- 5) How do you plan to sustain BHBH sites after BHBH Program funding ends March 31, 2027? (250-word limit)
- 6) Provide a BHBH organizational chart that shows key staff and partners. (pass/fail)

**Proposed Budget/Budget Narrative (pass/fail, 5 points)**

Please provide a detailed BHBH Program budget and a narrative budget justification. The budget must be submitted using the BHBH Program Excel budget template, available [online](#). Once you have completed the budget template and the narrative budget justification, you will upload them with the application.

## G. Track 2: Budget Instructions

### Background

Applicants must use the approved Excel budget template and upload the budget into the SurveyMonkey Apply form. Any application submitted using an alternative budget template will be deemed insufficient. All applicants must also submit a budget narrative as a supplement to the budget spreadsheet. The budget narrative will discuss the funding plan for each of the costs in each budget section on the spreadsheet.

The budget instructions resource has been developed to support all applicants in their successful application process. The proposal program design and the budget should align. The budget narrative must also provide sufficient information to explain the costs included in the budget. If some costs are estimates, please indicate this information in the narrative.

The budget that is submitted should include only funding requested for the BHBH Program and no other funding sources or programs. If an applicant wishes to include information on alternative funding sources, they may include such information in the budget narrative. Please submit all questions related to the budget or budget instructions to the BHBH Program [Help Desk](#).

Please note that the formulas in the Excel budget template are locked and will not allow any changes to the formulas. If you have any issues with the formulas, please contact the BHBH Program [Help Desk](#).

## Personnel

The personnel section is the description of the individuals who will be supporting the various BHBH programs, as described in the application.

List the Tribal entity staff positions that will be involved in that service element and their FTE. Tribal entities that have multiple staff members with the same title may include them on one row. List the position title, followed in parentheses by the number of staff members who have that title (e.g., “Program Director (.75)”, “Housing Specialist (2)”), and provide the cost information for each fiscal year. Identify the total salaries, calculate benefits, and provide the total cost for all personnel for each fiscal year. Provide a description of each position and contributions to the program design as part of the budget narrative.

Note: Salaries for the participation of individuals with lived experience of homelessness and SMI and/or SUD in planning and implementation efforts are allowable expenses. Stipends for ongoing consultants should be included as a part of the subcontractors and stipends for one-time or occasional participation should be included as Other Direct Expenses.

## Subcontractors

The subcontractor section should be broken down by contracted agency/organization. Each agency/organization or bridge housing site should have its own row. In the case of subcontractors, the budget narrative should briefly describe the subcontractor role and funding/expenses. Consultants should also be included in this category. Provide a description of the agency, costs, and, if not in the proposal, its role and qualifications as part of the budget narrative.

Applicants that plan to release a request for proposals (RFP) and/or do not yet know the specific organizations that will be subcontractors should include a brief descriptor in the budget (e.g.,

Shelter Provider, Rental Assistance Administrator) and the estimated amount for each fiscal year in the budget form. Provide a statement of the procurement process, qualifications, and the timeline for the RFP in the budget narrative.

Do not include the cost of construction or start-up infrastructure contractors here; instead, include them in the Start-up Infrastructure section.

## Other Direct Costs

Direct costs are expenses incurred for activities linked directly to a specific project. Expenses must be in compliance with the state reimbursement requirements, as applicable. Other direct costs that are necessary for the operation of bridge housing and related supported services are allowable costs. Examples may include utilities, food, harm reduction supplies, program materials and supplies, minor equipment, travel, communications, training, staff recruitment, building maintenance, janitorial fees, household and office supplies, replacement furniture, transportation, and stipends for advisory committee participants or other individuals with lived experience providing expertise. Note that mileage, taxis, and ride shares are allowable expenses, but the purchase or leasing of vehicles is *not* an allowable expense. Expenses must be in compliance with the state reimbursement requirements, as applicable.

## Rental Assistance

Rental assistance payments for individuals to live in bridge housing are allowable costs. See [Rental Assistance](#), above. Only include the cost of actual direct rental payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Please note that supportive services for individuals receiving rental assistance services must not supplant existing funding sources, and that BHBH Program funds are meant to be the funding source of last resort. Prior to receiving funds for rental assistance, the Tribal entity must submit complete policies and procedures for the use of these funds.

## Auxiliary Funding in Assisted Living

Auxiliary funding in assisted living payments for housing in licensed facilities may be allowable costs. See [Auxiliary Funding in Assisted Living Settings](#), above. Only include the cost of actual direct payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Please note that supportive services for individuals must not supplant existing funding sources, and that BHBH Program funds are meant to be the funding source of last resort.

## Participant Assistance Funds

Participant Assistance Funds are used to remove barriers and support people with behavioral health conditions who are also experiencing homelessness in meeting their immediate housing needs (e.g., assistance getting IDs and other vital documents, transportation, food, and hygiene products) and are allowable. Funds may also be used to support individuals in completing

housing applications, or for costs associated with credit reports, security deposits, utility hookups, and moderate furnishings.

Only include the cost of actual direct rental payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Tribal entities must have clear policies, procedures, and protocols for managing Participant Assistance Funds prior to drawing down these funds.

## Landlord Outreach and Mitigation Funds

Tribal entities may develop an active outreach and recruitment program to encourage property owners to consider renting to BHBH Program participants. Landlord/owner outreach may include the development of presentations, outreach materials, campaigns, incentives, and support to help properties meet the requirements of subsidizing agencies. Additionally, Tribal entities may establish a mitigation fund to offset any damages caused by a BHBH Program participant and/or for use if an eviction should become necessary. Include the total amount of funding designated for owner incentive programs, owner loss mitigation programs, and the total of each in its respective row.

Only include the cost of actual direct rental payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Prior to receiving funds for Landlord Outreach and Mitigation Funds, the Tribal entity must submit complete policies and procedures for the use of these funds.

## Indirect Costs

Indirect costs consist of general management costs necessary for the general operation of the agency such as accounting, budgeting, payroll preparation, personnel services, purchasing, legal fees, and centralized data processing. Tribal entities with a federally approved indirect rate may use these rates for indirect costs and provide a description in the budget narrative. (Documentation will be required at the time of award.) Tribal entities without a federal indirect rate may use an indirect rate of up to 10 percent of direct costs.

## Behavioral Health Bridge Housing Start-Up Infrastructure Costs

Applicants should list each individual BHBH Program site for start-up infrastructure projects and provide estimated costs for the following categories:

- Contribution to purchase
- Renovations
- Initial furnishings, equipment, and appliances
- Other costs (e.g., relocation costs, professional fees, permits)

Additionally, for each project, applicants must include an estimated number of beds and costs per bed for that project, and should repeat this step for each subsequent infrastructure project.

## Service Details

Applicants must provide the total anticipated number of bed-nights for total BHBH Program funding and the number of unduplicated individuals to be served each fiscal year and some additional service details on the budget template. The total should include an estimate for the entire program period. This information is also required. These numbers must align with the program description in the proposal and will be used to inform the contract deliverable schedule.

## H. Track 2: Proposal Review and Scoring

Executive Summary: YES or NO

Proposed Budget/Budget Narrative: YES or No

Qualifier	Excellent	More Than Adequate	Adequate	Barely Adequate	Inadequate	Total Score
Community/Need for Assistance (10 points)						
Experience (25 points)						
Proposed Implementation (35 points)						
Project Management and Sustainability (25 points)						
Budget (5 points)						

**Excellent:** Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s). Response demonstrates the applicant’s ability and intent to exceed the requirement(s), provides evidence of current ability to comply, and proposes detailed plans or methodologies that further assure how the requirement(s) will be exceeded.

**More Than Adequate:** Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s), provides evidence of applicant’s current ability to comply, and/or provides detailed plans or methodologies to further assure compliance with the requirement(s). The response is not considered excellent or outstanding but is above average and has no flaws, omissions, or defects.

**Adequate:** Response and/or supporting information meets the basic RFA requirement(s) and demonstrates an understanding of, and the ability and intent to, meet the requirement(s). There may be omissions, flaws, and/or defects, but they are inconsequential and acceptable.

**Barely Adequate:** Response and/or supporting information just meets the RFA requirement(s) and/or the information is unclear. Response provides minimal descriptive information to support

the applicant's claim that they understand and intend to meet the requirement(s). Response is lacking information, lacking depth or breadth, or lacking facts and/or details.

**Inadequate:** Applicant does not include a response and/or supporting information for the requirement(s) or does not commit to meeting the RFA requirement(s).

## Attachment C: Definitions

### Auxiliary Funding in Assisted Living Settings

Assisted living settings, for purposes of the BHBH Program, are licensed board and care facilities willing to serve an individual who is exiting homelessness, has a serious behavioral health condition, and needs around-the-clock nonmedical care. Assisted living settings include Adult Residential Facilities (ARFs) and Residential Care Facilities for the Elderly (RCFEs), which provide 24/7 nonmedical care to people who require it due to cognitive impairment or inability to perform ADLs, along with room and board. Assisted living settings are licensed by the Department of Social Services.

Auxiliary funding to an assisted living facility supports the successful placement of people who need licensed care. Some county behavioral health agencies have paid auxiliary funds to board and care facilities to close their cost gaps. Auxiliary funds are often referred to as “patches,” “augmentations,” and “supplementals.” By supporting operations, auxiliary funds help ensure that beds remain available to those served by county behavioral health agencies. Board and care patches do *not* pay bed rates. Instead, they fill funding gaps to enable these facilities to accept and serve people with serious behavioral health needs.

### Bridge Housing

For purposes of the BHBH Program, “bridge housing” is defined as short- and mid-term residential programs with a goal to connect individuals to long-term housing stability. The BHBH Program uses a broad definition of “bridge housing” that may include, and may not be limited to, emergency/interim housing, rental assistance, and auxiliary funding in assisted living settings (commonly referred to as “board and care patches”). BHBH settings must offer supportive services that address the housing needs of participants. BHBH Programs are low barrier and use harm reduction strategies and Housing First principles. However, when indicated, funding may be used to support recovery residences and sober living environments for individuals with significant substance use disorder needs. Bridge housing must meet the [ESG Minimum Habitability Standards](#) and, when possible and as applicable, should also meet [CoC Housing Quality Standards \(HQS\)](#).

### Community Assistance, Recovery, and Empowerment (CARE) Act, CARE Program and CARE Process

As outlined on the DHCS website, the CARE Act “provides community-based behavioral health services and supports to Californians living with untreated schizophrenia spectrum or other psychotic disorders through a new civil court process. CARE is intended to serve as an upstream intervention for the most severely impaired Californians to prevent avoidable

psychiatric hospitalizations, incarceration, and Lanterman-Petris-Short Mental Health Conservatorship. CARE connects a person in crisis with a court-ordered care plan for up to 12 months, with the possibility to extend for an additional 12 months. The CARE Process will provide earlier action, support, and accountability for both CARE clients, and the local governments responsible for providing behavioral health services to these individuals.”

Additional information on the CARE Act is available on the [CalHHS website](#).

## Family

“Family” includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family. (Source: [HUD Continuum of Care Program FAQ](#))

## Homeless

For purposes of the BHBH Program, the definition of “homeless” is based on the definition used in the Enhanced Care Management program ([ECM Policy Guide](#), May 2022, page 11), as outlined below. An individual or family experiencing homelessness is defined as any of the following:

- An individual or family that lacks adequate nighttime residence
- An individual or family with a primary residence that is a public or private place not designed for or ordinarily used for habitation
- An individual or family living in a shelter
- An individual exiting an institution (including incarceration) into homelessness
- An individual or family who will imminently lose housing in next 30 days
- Unaccompanied youth and homeless families and children and youth defined as homeless under other federal statutes
- Individuals fleeing intimate partner violence

Note: This definition is based on the HUD definition of “homeless,” with the following modifications:

- If exiting an institution, individuals are considered homeless if they were experiencing homelessness immediately prior to entering that institutional stay, regardless of the length of the institutionalization.
- The time frame for an individual or family that will imminently lose housing has been extended from 14 days (HUD definition) to 30 days.

## Housing Navigation

Housing navigation is an integral part of the process of assisting people in identifying housing options, resources, and services. Housing navigators work with individuals to help them find, move in to, and retain affordable housing. They also develop relationships with community partners, other service providers, agencies offering housing subsidies, and property owners and managers. Navigators help individuals eliminate or reduce the impact of personal housing

barriers such as criminal records, poor credit, or prior housing judgments due to eviction, as well as transportation needs, application fees, and/or utility payments. Additionally, housing navigators may assist in identification and reporting of instances of housing discrimination. They may link individuals with bridge housing and housing subsidy agencies and assist them in completing applications. They may also work with property owners and public housing authorities (PHAs) to facilitate approvals, assisting with documentation, timely inspections, and corrective action requests.

### **Participant Assistance Funds**

Participant assistance funds are an allowable expense category under the BHBH Program. As described in the [California Department of Health Care Services Behavioral Health Bridge Housing Program County Behavioral Health Agencies Request for Applications \(RFA\)](#), participant assistance funds are used to remove barriers and support people with behavioral health conditions who are also experiencing homelessness to meet their immediate housing needs.

Examples include, but are not limited to, costs associated with obtaining government-issued identification and other vital documents, housing application fees, credit reports, security deposits, and utility deposits. Funds may also be used to support move-in and establishing a household, including transportation, food, hygiene products, and moderate furnishings.

### **Serious Behavioral Health Condition**

The BHBH Program eligibility criteria are adapted from the Specialty Mental Health Services (SMHS) access criteria ([BHIN 21-073](#)) and the Drug Medi-Cal Organized Delivery System/Drug Medi-Cal access criteria ([BHIN 21-071](#); [BHIN 23-001](#)), including all CARE Program participants. There are no age restrictions on BHBH Program participants. To be eligible for a BHBH Program-funded project, an individual must meet one of the following criteria:

1. The individual has one or more of the following:
  - a. Significant impairment, where “impairment” is defined as distress, disability, or dysfunction in social, occupational, or other important activities, including education and family relationships
  - b. A reasonable probability of significant deterioration in an important area of life functioning
  - c. A need for SMHS, regardless of presence of impairment (for individuals under age 21)

AND

The individual’s condition, as defined in a, b, and/or c, is due to either of the following:

- a. A diagnosed mental and/or substance-related or addictive disorder, according to the criteria of the current editions of the *DSM* and the *International Statistical Classification of Diseases and Related Health Problems (ICD)*
- b. A suspected mental and/or substance-related or addictive disorder that has not yet been diagnosed

OR

2. The individual has at least one of the following:
  - a. At least one diagnosis from the current edition of the *DSM* for Substance-Related and Addictive Disorders, with the exception of Tobacco-Related Disorders and Non-Substance-Related Disorders
  - b. At least one suspected diagnosis from the current edition of the *DSM* for Substance-Related and Addictive Disorders, with the exception of Tobacco-Related Disorders and Non-Substance-Related Disorders

OR

3. The individual is a CARE Program participant, regardless of whether they meet the criteria in paragraph (1) or (2), above.

### **Short-Term and Mid-Term**

For purposes of the BHBH Program, “short-term” is defined as less than 90 days and “mid-term” is a period between 90 days and 2 years, with the possibility of a 1-year extension. Because the BHBH Program sunsets, its funds cannot be used to support longer-term housing or rental assistance. Tribal entities are encouraged to allow flexible lengths of stay in bridge housing settings to ensure housing navigation and placement services can take place and that individuals are exited to permanent housing to the greatest extent possible.

### **Supportive Services**

Supportive services are those services necessary to help program participants obtain and maintain housing, manage symptoms of serious behavioral health conditions, and support recovery and wellness. Examples include peer support, employment assistance, culturally defined practices, transportation assistance, and group and individual activities that promote a sense of purpose and community participation. BHBH Program funds may be used for supportive services not currently supported through other sources. Tribal entities must meet the requirement to maximize all other funding sources, including Medi-Cal, to the greatest extent possible and should prioritize this funding to add new bridge housing beds to their communities. BHBH Program funds may not be used to pay for existing services or housing supports that are currently reimbursed, or eligible for reimbursement through Medi-Cal (including Enhanced Care Management, Targeted Care Management, and Community Support Services), funding sources such as Mental Health Services Act-funded programs, or other federal or local programs.

### **Tribal Entities**

California “Tribal entities” are defined as a federally recognized Indian Tribe, Tribal organization, or Urban Indian organization, or a health care program operated by an Indian Tribe, a Tribal organization, or Urban Indian organization, as defined in [Section 1603](#) of Title 25 of the United States Code and further defined in [Section 5304](#).