



## **Prevention and Early Intervention Program – Local Implementation Agreement Request Guidelines**

The 2023-2026 Mental Health Services Act Three-Year Program and Expenditure Plan that was approved by the Humboldt County Board of Supervisors on June 27, 2023, includes funding that can be expended for the purpose of collaborating with local community organizations and agencies to develop and support local Prevention and Early Intervention programs that are designed to reduce the impact of mental illness through the provision of education, mitigation and prevention services. Such funding is now available for the period of July 1, 2024, through June 30, 2025. Local Implementation Agreements are opportunities for short term funding to be used as seed money to create long-term impacts.

Through these funds, the Humboldt County Department of Health and Human Services (“DHHS”) intends to support projects developed by community-based organizations and governmental entities that will focus on the following:

- ❖ **Early Intervention:** Treatment and other services and interventions, including relapse prevention, to address and promote recovery and related functional outcomes for a mental illness early in its emergence. Programs shall not exceed eighteen (18) months. The anticipated outcome of an Early Intervention Program is the reduction of prolonged suffering that may result from untreated mental illness, to be measured by reduced symptoms and/or improved recovery, including mental, emotional and relational functioning.
- ❖ **Prevention:** A set of related activities to reduce risk factors for developing a serious mental illness and to build protective factors. Risk factors are conditions/experiences associated with a greater than average risk of developing a serious mental illness. The anticipated outcome of a Prevention Program is the reduction of prolonged suffering that may result from untreated mental illness, to be measured by a reduction in risk factors, indicators and/or increased protective factors that may lead to improved mental, emotional and relational functioning.
- ❖ **Outreach for Increasing Recognition of Early Signs of Mental Illness:** Engaging, encouraging, educating and/or training and learning from participants about ways to recognize and respond effectively to early signs of mental illness. The anticipated outcome of an Outreach Program is the reduction of prolonged suffering that may result from untreated mental illness, to be measured by the number of individuals referred to, and following through with, mental health treatment.
- ❖ **Access and Linkage to Treatment:** A set of related activities to connect children, adults and seniors with severe mental illness, as early in the onset of the conditions as practicable, to medically necessary care and treatment. The anticipated outcome of an Access and Linkage Program is the reduction of prolonged suffering that may result from untreated mental illness, to be measured by the number of individuals with serious mental illness referred to, and following through with, treatment.
- ❖ **Stigma and Discrimination Reduction:** Direct activities to reduce negative feelings, attitudes, beliefs, perceptions, stereotypes and/or discrimination related to being diagnosed with mental illness, having mental illness or seeking mental health treatment services. The anticipated outcomes are changes in attitudes, knowledge and/or behavior related to mental illness and to seeking mental health treatment services.

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- ❖ **Suicide Prevention:** Organized activities to prevent suicide. The anticipated outcome is a change in attitudes, knowledge and/or behavior regarding suicide resulting from mental illness.

The target population for Prevention and Early Intervention projects can be individuals of all ages, as long as the project meets the requirements set forth in the regulations and standards pertaining to Prevention and Early Intervention programs. However, projects focusing on children under twenty-one (21) years of age years of age will be prioritized. Each project must include the following strategies:

- Access and linkage to mental health treatment services;
- Improving timely access to mental health treatment services; and
- Non-stigmatizing and non-discriminatory delivery of mental health treatment services.

A complete Local Implementation Agreement application includes the Cover Page, Project Description Narrative, Goals Form and Budget Form. If your project includes a partnership with other organizations that will provide services or activities, a letter of commitment from each organization which explicitly describes the types of services and/or activities that will be provided thereby are also required.

In order to receive funding for these activities, the organization applying must agree to:

- Provide a contact liaison to coordinate with COUNTY.
- Submit a Report that is prepared using the fiscal year 2024-2025 Prevention and Early Intervention Report Form, no later than July 31, 2025, on all activities conducted pursuant to the terms and conditions of this Agreement, including, without limitation:
  - The number of individuals reached and/or served by the organization's Prevention and Early Intervention program.
  - The number of individuals referred to mental health treatment as part of the organization's Prevention and Early Intervention program, if applicable.
  - Demographic information pertaining to the individuals reached and/or served by the organization's Prevention and Early Intervention program.
  - The settings in which activities conducted as part of the organization's Prevention and Early Intervention program took place.
  - The methods used to measure the expected outcomes of the activities conducted as part of the organization's Prevention and Early Intervention program and the results thereof.
- Submit required financial invoices and reports and retain financial records for five (5) years.
- Enter into a local implementation agreement with the County of Humboldt and commit to implementing the funded activities outlined in the organization's proposal.

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- Acknowledge in any printed materials that projects are funded by Mental Health Services Act funding.

The following information must be provided within five (5) days after receiving notification of award:

- Proof of insurance coverage listing the County of Humboldt as an additional insured. The selected organization must be listed as the holder of the insurance. Proposals may include insurance costs directly related to the proposed project.
  - General Liability Insurance: \$2,000,000 per occurrence.
    - Include an endorsement to signify that the County of Humboldt and its officers, officials, employees and volunteers are covered as an additional insured for liability arising out of the operations performed by or on behalf of the selected organization.
  - Automobile/Motor Insurance: \$1,000,000 combined single limit, any auto, if applicable.
  - Workers Compensation and Employers Liability Insurance: \$1,000,000 per accident.
    - Include “waiver of subrogation” against the County and its officers, agents and employees.
- Proof of board approval, if applicable.
- W-9 with Federal Tax ID number.
- Copy of current/valid business license.

Local Implementation Agreements are small one-time allocations of Mental Health Services Act funding to be used to build on the strengths in our community across systems and address gaps in services. Activities that are currently being funded and ongoing operational costs will not be funded.

The maximum amount payable for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of a local implementation agreement shall not exceed \$24,900.00. Administrative, overhead and indirect expenses included in project budgets may not exceed 2% of direct costs. Local Implementation Agreements will be paid on a reimbursement basis only.

Below is the projected timeline of the Local Implementation Agreement contracting process with DHHS (subject to change):

	<b>Process</b>	<b>Timing</b>
Step 1	Organization submits a Local Implementation Agreement Request to DHHS.	[ ] [ ], 20[ ] (5:00 p.m.)
Step 2	DHHS reviews all requests and notifies the organizations that have been selected to be awarded a Local Implementation Agreement.	[ ] [ ], 20[ ]

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Step 3	Upon Notice of Award, organization provides required proof of insurance, W-9 Federal Tax ID/SSN, and board approval for non-profit organizations.	[ ] [ ], 20[ ]
Step 4	Final Local Implementation Agreements are developed and emailed to the selected organizations.	[ ] [ ], 20[ ]
Step 5	The organization signs and returns one (1) copy of the final Local Implementation Agreement to DHHS.	[ ] [ ], 20[ ]
Step 6	DHHS executes the final Local Implementation Agreement and returns one (1) original copy to the organization.	[ ] [ ], 20[ ]
Step 7	Projects/Activities begin	No earlier than July 1, 2024
Step 8	Projects/Activities end	No later than June 30, 2025

Any questions about these guidelines can be sent to Alex Olivera via email at [aolivera@co.humboldt.ca.us](mailto:aolivera@co.humboldt.ca.us) or by phone at (707) 572-0521.