

GUIDELINES FOR PEI STATEWIDE PROJECT FUNDS

The Mental Health Services Oversight and Accountability Commission (MHSOAC) issues these Guidelines pursuant to the authority granted it by Welfare and Institutions Code Section 5846(c). These Guidelines provide: (1) additional information to counties¹ on allowable uses for PEI Statewide Project Funds made available in planning estimates for Suicide Prevention, Stigma and Discrimination Reduction and Student Mental Health in DMH Information Notice 08-25; and (2) provide content and format instructions for updates to the Three-Year Program and Expenditure Plans that include PEI Statewide Project Funds.

These guidelines are applicable to all requests for PEI Statewide Project Funds submitted to the MHSOAC as of the date the Guidelines are approved by the MHSOAC.

As described throughout these Guidelines, projects developed with PEI Statewide Project Funds must be consistent with the following documents including any additions or revisions approved by the MHSOAC:

- [Strategic Plan for Suicide Prevention](#)
- [Strategic Plan for Stigma and Discrimination Reduction](#)
- [Student Mental Health Initiative](#)

For the purposes of these Guidelines the documents cited above shall be referred to as **State Strategic Plans**.

The strategic plans for suicide prevention and reducing stigma and discrimination were developed by DMH and approved by the MHSOAC. The Student Mental Health Initiative was developed and approved by the MHSOAC. There was a significant stakeholder process involved in producing the State Strategic Plans. This process is described further in the Background section of this document.

I. BACKGROUND

The MHSOAC approved five PEI Statewide Projects and corresponding funding amounts in January and September of 2007. These Guidelines apply only to the following three PEI Statewide Project Funds identified in DMH Information Notice No.: 08-25: (1) Suicide Prevention, (2) Stigma and Discrimination Reduction, and (3) the Student Mental Health Initiative. A fourth project, Training and Technical Assistance and Capacity Building, is being implemented locally and is

¹ "County" means the County Mental Health Department, two or more County Mental Health Departments acting jointly, and/or city-operated programs receiving funds per Welfare and Institutions Code Section 5701.5. (Title 9 California Code of Regulations, Section 3200.090)

not subject to these Guidelines. A strategic plan is being developed for the fifth project, Reducing Disparities through Racial, Ethnic and Cultural Specific Programs, and is also not subject to these Guidelines.

MHSOAC core principles:

- Client and Family driven
- Wellness, Recovery and Resilience focused
- Cultural Competency
- Community Collaboration
- Co-occurring Disorder Services competency
- Integrated Services

With these Guidelines the Commission reaffirms its commitment to the core principles identified above and affirms its expectation that projects developed with PEI Statewide Project Funds will reflect these core principles. Additionally, any core principles identified in the State Strategic Plans should be considered in developing projects with these funds. (See link to State Strategic Plans provided on Page 1.)

In May 2008 the MHSOAC determined that Suicide Prevention, Stigma and Discrimination Reduction and Student Mental Health projects would be implemented most efficiently and effectively if administered through a single statewide entity. Over a two year period a significant “state level” stakeholder process occurred in each of these areas to identify broad strategic direction and more specific “recommended actions” that if implemented at the statewide level would most benefit California, would result in a statewide impact and provide a statewide foundation for counties to build upon in the future. The results of that stakeholder process are the State Strategic Plans previously identified.

To meet the goals of the State Strategic Plans and enable the implementation of statewide projects through a single statewide entity, a process for counties to assign PEI Statewide Project Funds to DMH for administration of these projects was provided in DMH Information Notice No.: 08-25 issued in September 2008.

In August 2009 the Commission determined that additional options were necessary to support the implementation of PEI statewide goals and projects. As a result the MHSOAC approved the development of guidelines specifically to identify additional options for accessing PEI Statewide Project Funds for statewide and/or multi-county projects.

In September 2009 the MHSOAC adopted eight principles which were to serve as the basis for the PEI Statewide Project Fund Guidelines. Those principles included a commitment to preserving statewide goals previously identified in the State Strategic Plans for Suicide Prevention, Stigma and Discrimination Reduction, and Student Mental Health. As a result the MHSOAC approved the

development of guidelines that would preserve statewide PEI project efforts through various incentives including a streamlined approval process for counties choosing to assign their PEI Statewide Project Funds to a centralized statewide entity such as a joint powers authority (JPA) or DMH for the development and implementation of “statewide” projects.

As stated, the Commission previously approved the strategic direction and “recommended actions” identified in the State Strategic Plans and intends that all projects developed with PEI Statewide Project Funds further the goals and strategies in the State Strategic Plans by conforming with identified “recommended actions” in those documents. Additionally the Commission intends for the expenditure of these one-time PEI Statewide Project Funds to result in projects that have a statewide impact and provide a statewide foundation for counties to build upon for long lasting results. Consistent with this intent the projects approved with these funds shall focus on building system infrastructure, expanding community capacity, creating new knowledge and developing needed resources.

II. REQUIREMENTS FOR USE OF PEI STATEWIDE PROJECT FUNDS (Made available in Planning Estimates provided in DMH Information Notice No.: 08-25.)

In addition to statutory or regulatory requirements, all projects/activities implemented with PEI Statewide Project Funds must be consistent with these Guidelines developed in compliance with the eight principles adopted by the MHSOAC in September 2009.

The following sections A through F represent six of the principles adopted by the Commission. A seventh principle regarding incentives and a streamlined process for jointly funded “statewide” projects is represented in Section III, Phase I Approval. The eighth principle regarding MHSOAC core principles was addressed previously in this document.

Projects must meet all of the following requirements categorized by guideline principle:

A. Collaboration

Counties are required to collaborate with at least one other county in the development of all projects. Such collaboration is authorized by Section 5897(a) and (b) of the Welfare and Institutions Code. Collaboration, for the purpose of these Guidelines, requires that projects are: (1) jointly funded by more than one county; and/or (2) developed with resources that are shared by more than one county. Shared resources must be documented and may include but are not limited to joint staffing, joint operations, and shared infrastructure. Additionally collaboration with other non-mental health entities and community-based entities is encouraged.

B. Conform With MHSOAC Approved State Strategic Plans

Projects developed with PEI Statewide Project Funds shall conform with MHSOAC approved State Strategic Plans by implementing “recommended actions” identified in those plans. (See link to State Strategic Plans provided on Page 1.)

C. Preserve State-wideness

To preserve state-wideness these Guidelines identify three options for the expenditure of PEI Statewide Project Funds to implement “statewide projects”. One of these options also allows for the development of multi-county collaborative projects that could be replicated statewide. The three options are identified below with more administrative and process detail provided for each in Section III of this document.

Counties must choose to expend their PEI Statewide Project Funds in *one or more* of the following ways:

Option 1: Implement Statewide Projects through a JPA

Option 2: Implement Statewide and/or Replicable Projects through Multi-County Collaboration

Option 3: Implement Statewide Projects through Assignment to DMH

As described, any of the three options provides a mechanism for counties to use their PEI Statewide Project Funds to implement “statewide projects” whether through a JPA, multi-county collaboration or assignment of those funds to DMH. “Statewide projects” require that “recommended actions” identified in the State Strategic Plans be implemented to have a statewide impact.

A county may also choose Option 2 and use their PEI Statewide Project Funds to implement “**multi-county replicable projects**”. To ensure that multi-county projects also meet the goal of having a statewide impact, these projects must be designed to be “replicable”, with an evaluation and reporting component that will provide information necessary to learn from these projects and replicate these projects if appropriate.

D. Stakeholder Input

These guidelines require different types of stakeholder input at various points in the plan development process for the use of PEI Statewide Project Funds.

Local Level

Individual counties developing their plans for the expenditure of PEI Statewide Project Funds must comply with the requirements for the Community Program Planning process (CPP) and the Local Review Process in Title 9, California Code of Regulations, Sections 3300 and 3315(b) including requirements related to stakeholder input. If a county does not have an already approved PEI Plan the county must also have a public hearing pursuant to Title 9, California Code of Regulations, Section 3315(a).

For the purpose of these Guidelines, individual counties are required to gain local stakeholder input about whether to pursue “statewide projects” through a JPA, multi-county collaboration, or DMH and/or enter into collaboratives to implement “multi-county replicable projects”. As described previously DMH and the MHSOAC directed, conducted and approved a significant “state level” stakeholder process that occurred over two years and resulted in the State Strategic Plans. With the approval of those plans the Commission approved the “recommended actions” identified in the State Strategic Plans and intends that all projects developed and implemented with PEI Statewide Project Funds conform with those “recommended actions”. It is not the Commission’s intent that the local county stakeholder process revisit the specific actions to be implemented or to propose project design.

State Level - JPA

A JPA acting on behalf of counties acting jointly as a lead organization must obtain stakeholder input to identify from the State Strategic Plans the priority “recommended actions” to be implemented. It is expected that this process will build on the previous state level process that produced the State Strategic Plans. The JPA is encouraged to: (1) collaborate with other non-mental health, community based entities to achieve the greatest statewide impact; (2) include diverse populations; and (3) consider “across the life span” strategies in the projects designed. A JPA implementing “statewide projects” shall post all “statewide project” plans for 30 days prior to plan submission.

Multi-County Collaborative Level

A lead organization acting on behalf of counties in a multi-county collaborative must obtain stakeholder input to identify from the State Strategic Plans, the priority “recommended actions” to be implemented either as “statewide projects” or “replicable projects.” It is expected that this process will build on the previous

state level process that produced the State Strategic Plans. The multi-county collaborative is encouraged to: (1) collaborate with other non-mental health, community based entities to achieve the greatest statewide impact if implementing statewide projects; (2) include diverse populations; and (3) consider “across the life span” strategies in the projects designed.

If a multi-county collaborative implements statewide and/or replicable projects, each individual county is responsible for a local review process that includes posting their multi-county collaborative plan for 30 days with budget detail specific to their county.

E. Address Three Project Areas

Counties are required to use PEI Statewide Project Funds to address goals identified for **all three** project areas: (1) Suicide Prevention, (2) Stigma and Discrimination Reduction, and (3) Student Mental Health. Whether projects are developed through a JPA or a multi-county collaborative, it is the intent of the MHSOAC that the expenditure of PEI statewide project funds be consistent with the general proportion of funds originally intended for the three project areas as identified in Planning Estimates provided in DMH Information Notice No.: 08-25: Suicide Prevention 25%, Stigma and Discrimination Reduction 37.5% and Student Mental Health 37.5%.

If a JPA is implementing statewide projects and proportionality is not evident in the program and budget detail provided by the JPA, additional information must be included about how proportionality will be maintained in the larger context of PEI Statewide Project Fund expenditures.

If a multi-county collaborative is implementing statewide or replicable projects, total expenditures in the budget detail provided for that collaborative shall be generally consistent with the proportions of funds originally intended for the three project areas as cited above and evident in the budget detail provided.

The goal of the MHSOAC is not to enforce strict proportionality in the expenditure of PEI Statewide Project Funds but rather to work with counties and/or a JPA to ensure that California maintains the significant and intended investment in the three project areas as originally intended.

Very small counties with a population of less than 100,000 are exempt from the requirement to address all three project areas but must address at least one project area.

F. Evaluation

The MHSOAC is committed to evaluating the effectiveness of projects developed with PEI Statewide Project Funds. **As such pursuant to these Guidelines, all counties are required to participate in a “statewide evaluation”.**

Statewide Evaluation

For “statewide projects” developed through a JPA or multi-county collaborative strategies for evaluation of each project proposed must be provided with the submission of project descriptions. (Strategies for evaluation of each project may be combined into one evaluation.) The JPA or multi-county collaborative may use PEI Statewide Project Funds to support evaluation efforts. Evaluation expenditures should be in proportion to funds available to the JPA or multi-county collaborative. It is generally not uncommon to spend 5-15% of funds on evaluation efforts.

Counties not implementing “statewide projects” are also required to participate in a statewide evaluation. Currently a statewide evaluation is being developed by the MHSOAC for evaluation of the MHSA. This evaluation is expected to include a focus on projects developed with PEI Statewide Project Funds. Multi-county collaboratives implementing “replicable projects” must participate in this MHSOAC-sponsored evaluation to meet the “statewide” evaluation requirement and may use PEI Statewide Project Funds to support participation in the effort. The MHSOAC will keep counties and stakeholders informed as this evaluation is designed and implemented.

Multi-county Collaborative – Replicable Projects

In addition to participating in the MHSOAC “statewide” evaluation described above, multi-county collaboratives implementing “replicable projects” must design a local evaluation of each proposed project and a plan for disseminating evaluation findings. This information is to be submitted with the project description. (See Enclosure D.) The lead organization acting on behalf of the multi-county collaborative and/or individual participating counties may use PEI Statewide Project Funds to support evaluation efforts. Evaluation expenditures should be in proportion to funds available to the multi-county collaborative. It is generally not uncommon to spend 5-15% of funds on evaluation efforts.

G. Funding

1. Expending Funds

As noted, PEI Statewide Project Funds identified in DMH Information Notice No.: 08-25 must be used to support statewide or multi-county replicable projects that conform with MHSOAC approved strategic

direction and “recommended actions” for Suicide Prevention, Stigma and Discrimination Reduction and Student Mental Health found in the State Strategic Plans. Expenditure of PEI Statewide Project Funds is limited to activities for prevention and early intervention including planning, evaluation and administration.

2. Tracking Funds

For funds not assigned to DMH or a JPA for “statewide” projects, counties are required to track and report on the revenues and expenditures for PEI Statewide Project Funds separate from other PEI funds. Additional guidance will be provided in the applicable annual MHSA Revenue and Expenditure report guidelines. A JPA implementing “statewide” projects must also track and report to DMH on the expenditures for PEI Statewide Project Funds separate from other funds.

3. Requesting Funds

See the next section of this document for content and format requirements to request PEI Statewide Project Funds pursuant to these guidelines.

III. THREE-YEAR PROGRAM AND EXPENDITURE PLAN: *CONTENT AND FORMAT REQUIREMENTS TO REQUEST PEI STATEWIDE PROJECT FUNDS*

A county choosing to implement “statewide” projects through assignment of PEI Statewide Project Funds to DMH must follow the procedures specified in DMH Information Notice No.: 08-25 as noted in Option 3 below.

A county choosing to implement “statewide” or “replicable” projects through Options 1 and/or 2, will submit a request for PEI Statewide Project Funds as an update to a county’s Three-Year Program and Expenditure Plan or with the initial submission of a county’s PEI Plan.

What follows are specific instructions about the plan information to be submitted if a county is choosing Options 1 and/or 2 to implement “statewide” or multi-county “replicable” projects.

All of the plan information required to request PEI Statewide Project Funds under Options 1 and/or 2 is contained in Enclosures A through F.2 attached to these Guidelines.

All county funding requests submitted must include the information in Enclosures A and B certifying that the county will comply with the requirements of the MHSA, including the Community Program Planning Process of Title 9, CCR Section 3300 and non-supplant requirements of Title 9, CCR Section 3410. **Enclosures A and B are standard forms required with the submission of any plan or update to the Three-Year Program and Expenditure Plan. A JPA submitting a Plan update, acting on behalf of counties, must provide similar information about stakeholder input and the review process for the Plan update.**

In addition to submitting Enclosures A and B with any funding request, counties are required to provide specific information about their request for PEI Statewide Project Funds by submitting the information requested on Enclosure C and/or D. What follows are descriptions of the two new options available to counties and the required plan information associated with each. See Enclosure G for a matrix of required plan information associated with each of the options described below.

Counties must choose *one or more* of the following options for expenditure of PEI Statewide Project Funds:

Option 1: Implement Statewide Projects through a JPA

County delegates authority for the administration of PEI Statewide Project Funds to a Joint Powers Authority (JPA) for the implementation of “**statewide projects**”.

There is an expedited approval process referred to as “Phase I Approval” for **initial requests** from counties choosing Option 1 to provide PEI Statewide Project Funds to a JPA for the implementation of “statewide projects”.

Phase I Approval allows for the transfer of up to four years of planning estimates from DMH to the JPA and release of up to one year’s funds to the JPA prior to the identification of “recommended actions” from the State Strategic Plans and prior to project design.

Phase I Approval – County Completes Enclosure C

To receive Phase I approval a county must: (1) delegate the administration of PEI Statewide Project Funds to a JPA; (2) certify that the intended purpose for the delegation includes the selection, design and “statewide” implementation of specific “recommended actions” identified in the State Strategic Plans and the authority to develop and submit plans, plan updates and reports to DMH and the MHSOAC related to PEI Statewide Project Funds; and (3) request that up to four years of planning estimates for PEI Statewide Project Funds be transferred to the JPA and that up to one year of PEI Statewide Project Funds be immediately released to the JPA for the

administration of the planning, project selection and design of “recommended actions”. (See content requirements for Enclosure C.) The JPA may expend these funds on necessary administrative activities including identifying priority “recommended actions” to be implemented and developing the project(s) design. **Phase II approval is required before a JPA can expend any PEI Statewide Project Funds on project implementation.**

Phase II Approval – JPA Completes Enclosure E:

Phase II Approval will occur when the JPA, acting on behalf of counties, completes its design of a statewide project and submits a plan update requesting approval to expend PEI Statewide Project Funds on project implementation. **Phase II approval requires the JPA to submit** program information that identifies the specific “recommended actions” to be implemented as “statewide projects” that are consistent with the State Strategic Plans; and provide associated project descriptions, budgets and evaluation strategies. (See specific content requirements for Enclosure E.) *The JPA may submit this information as an update to a county’s Three-Year Program and Expenditure Plan.*

Option 2: Implement Statewide and/or Replicable Projects through Multi-county Collaboration

County provides PEI Statewide Project Funds or other resources to a multi-county collaborative to implement “statewide” or “replicable” projects.

County Completes Enclosure D:

Counties proposing to implement statewide or replicable projects through a multi-county collaborative may request funding needed for fiscal years 09/10 and 10/11. These funding requests submitted by individual counties must include program information that identifies the specific “recommended actions” to be implemented as “statewide” and/or “replicable” projects” that are consistent with the State Strategic Plans and provide associated project descriptions, budgets and evaluation strategies. Information is also required about collaboration with other counties. For counties proposing to implement “replicable” projects additional information is required about strategies for the dissemination of evaluation findings. (See specific content requirements for Enclosure D.)

Directions for subsequent year funding requests will be included in the overall directions for updates to the Three Year Program and Expenditure Plan. The funding requests and plan information described in these Guidelines shall be submitted by individual counties as an update to a Three-Year Program and Expenditure Plan or as a request submitted with a county’s initial PEI Plan.

Option 3: Statewide Projects through Assignment to DMH

County assigns PEI Statewide Project Funds to DMH to implement “statewide projects” pursuant to DMH Info. Notice No.: 08-25.

***Note:** All direction for assigning PEI Statewide Project Funds to DMH can be found in DMH Info. Notice No.: 08-25. Counties choosing to assign funds to DMH should follow that guidance. (At time of release of this draft there is a continuing discussion with DMH which may result in a revision to DMH Information Notice No.: 08-25.)*

These guidelines provide direction for counties choosing Option 1, and/or 2 only.

As stated previously, the two new options developed for counties to request PEI Statewide Project Funds represent the Commission’s intent to: (1) preserve “statewide” efforts with regard to projects developed for Suicide Prevention, Stigma and Discrimination Reduction and Student Mental Health; (2) streamline approval processes to support statewide project efforts developed through a single state entity; and (3) develop efficient and accountable processes for approval of PEI Statewide Project Funds.

IV. PLAN SUBMISSION

Counties and/or a JPA should submit a hard copy and an electronic copy of the Program and Expenditure Plan for PEI Statewide Project Funding which includes the original signature of the county mental health director or designee or JPA designee to:

Mental Health Oversight and Accountability Commission
PEI Statewide Project Funds
1300 17th Street, Suite 1000
Sacramento, CA 95814
www.mhsoac@dmh.ca.gov

and

California Department of Mental Health
Attention: Sandra Black
Prevention, Education and Training Section
State Level Program Branch
1600 9th Street, Room 150
Sacramento, CA 95814
PEI@dmh.ca.gov

V. REVIEW, APPROVAL AND PAYMENT

The MHSA specifies that PEI proposed expenditures are to be reviewed jointly by DMH and the MHSOAC with the final approval by the MHSOAC. The MHSOAC will notify the County of the approval of its funding request in writing. Funds will not be allowed for expenditures that are incurred prior to receiving MHSOAC's approval.

VI. TECHNICAL ASSISTANCE

Projects focused on Suicide Prevention, Stigma and Discrimination Reduction and Student Mental Health have received support from state-level stakeholders and are considered by the MHSOAC and DMH to be important areas of investment. The MHSOAC and DMH are committed to providing assistance in clarifying Guidelines for plan development and for project/program design. For further information, clarification or questions about these Guidelines, please contact MHSOAC staff, Vivian Lee at (916) 445-8721 or Vivian.lee@dmh.ca.gov. For statewide project program design and planning questions you may contact DMH staff Sandra Black at Sandra.black@dmh.ca.gov, (916) 651-1120 or Cielo Avalos at cielo.avalos@dmh.ca.gov, (916)651-5769.

The MHSOAC is pleased to provide this guidance which supports the strategic direction and recommended actions identified in the State Strategic Plans and provides additional opportunities to strengthen our joint efforts to reduce suicide, enhance the mental health of students, and reduce stigma and discrimination throughout California.

Enclosures:

- Enclosure A - County Certification
- Enclosure A.1 - JPA Certification
- Enclosure B - Description of Local Review Process
- Enclosure C - County Certification – Provide PEI Statewide Project Funds to JPA for Implementation of Statewide Projects
- Enclosure D - Implementation of Statewide or Replicable Projects through Multi-county Collaboratives
- Enclosure E - Phase II Approval- JPA Statewide Project Implementation
- Enclosure F - PEI Statewide Project Funding Request Budget Form
- Enclosure F.1 - PEI Statewide Project Funding Request Budget Narrative
- Enclosure F.2 - PEI Statewide Project Funding Request Budget Summary
- Enclosure G - Matrix of Plan Requirement Documents

**Enclosure A
COUNTY CERTIFICATION
PEI STATEWIDE PROJECT FUNDING REQUEST**

County Name: _____

County Mental Health Director	Project Lead
Name:	Name:
Telephone Number:	Telephone Number:
E-mail:	E-mail:
Mailing Address:	

I hereby certify that I am the official responsible for the administration of public community mental health services in and for said County and that the County has complied with all pertinent regulations, laws and statutes for this update to the Three-Year Program and Expenditure Plan. Mental Health Services Act funds are and will be used in compliance with Welfare and Institutions Code Section 5891 and California Code of Regulations (CCR), Title 9, Section 3410, Non-Supplant.

This plan or update has been developed with the participation of stakeholders, in accordance with CCR, Title 9, Sections 3300, 3310(d) and 3315(a). The draft Program and Expenditure Plan or update was circulated for 30 days to stakeholders for review and comment. If this is the initial plan approval for any PEI funds a public hearing was held by the local mental health board or commission. All input has been considered with adjustments made, as appropriate.

All documents in the attached Program and Expenditure Plan or Update are true and correct.

Signature	Date	Title
Local Mental Health Director/Designee		

**Enclosure A.1
JPA CERTIFICATION
PEI STATEWIDE PROJECT FUNDING REQUEST**

JPA Name: _____

Contact Person
Name:
Telephone Number:
E-mail:
Mailing Address:

I hereby certify that I am the official responsible for the administration of the above-named JPA and that the JPA has complied with all pertinent regulations, laws and statutes for this update to the Three-Year Program and Expenditure Plan for use of the PEI Statewide Project Fund. Mental Health Services Act funds are and will be used in compliance with Welfare and Institutions Code Section 5891 and California Code of Regulations (CCR), Title 9, Section 3410, Non-Supplant.

This update has been developed with the participation of stakeholders, in accordance with CCR, Title 9, Sections 3310(d) and 3315(b). The draft update was circulated for 30 days to stakeholders for review and comment. All input has been considered with adjustments made, as appropriate.

All documents in the attached update to the Three-Year Program and Expenditure Plan for use of the PEI Statewide Project Fund are true and correct.

Signature
Title

Print name

Date

Enclosure B
Description of Community Program Planning (CPP) and Local Review
Processes
PEI Statewide Project Funding Request

County Name: _____

Instructions: Utilizing the following format please provide a brief description of the Local Review Processes that were conducted in developing this Program and Expenditure Plan.

NOTE: If this is the initial submission of the PEI Plan please respond to questions 1- 5.

If this is an update to an already approved PEI Plan please respond to questions 1, 2, 4 and 5.

1. Describe how the Plan update was developed in collaboration with stakeholders.

2. Describe the methods to obtain input and review of draft Plan update from stakeholders and interested parties. (A 30 day review and public comment period is required.)

3. Date of Public Hearing.
(Only required with submission of initial PEI Plan.)

4. Describe or attach substantive comments received during the stakeholder review period and responses to those comments. Indicate if none received.

5. Describe substantive revisions made to the draft Plan/Update that was circulated to stakeholders. Indicate if no substantive changes were made.

**Enclosure C
COUNTY CERTIFICATION
TO
TRANSFER PEI STATEWIDE PROJECT FUNDS to JPA
FOR IMPLEMENTATION OF PEI STATEWIDE PROJECTS**

County Name: _____

I hereby certify that I am the official responsible for the administration of public community mental health services in and for said County and certify to all of the following:

- 1) The county delegates the administration of PEI Statewide Project Funds to the JPA identified below.

Name of JPA:

- 2) The above delegated administrative authority includes: (a) the selection of specific "recommended actions" identified in the State Strategic Plans, the planning, design and "statewide" implementation of the selected "recommended actions; and (b) the development and submittal of plans, plan updates, and reports to DMH and the MHSOAC related to PEI Statewide Project Funds.
- 3) The county requests that: (a) PEI Statewide Project Fund planning estimates be transferred to the JPA for the fiscal years identified below and (b) that up to one year of PEI Statewide Project Funds be immediately released to the JPA for the administration of planning, selection and design of the "recommended actions" identified in the State Strategic Plans.

Amount of PEI Statewide Project Funds to be transferred to the JPA by fiscal year are:

FY 08-09 _____
FY 09-10 _____
FY 10-11 _____
FY 11-12 _____

Signature Date Title
Local Mental Health Director/Designee

Enclosure D
PEI STATEWIDE PROJECT FUNDING REQUEST
Implementation of Statewide and/or Replicable Projects
Through Multi-county Collaborative

County Name: _____

1. Amount of Funds Requested

For “statewide projects” to be implemented through multi-county collaborative:

<u>From FY</u>	<u>For FY</u>
08-09	
09-10 _____	09-10 _____ 10-11 _____
10-11 _____	

For “replicable” projects to be implemented through multi-county collaborative:

<u>From FY</u>	<u>For FY</u>
08-09	
09-10 _____	09-10 _____ 10-11 _____
10-11 _____	

2. Identify the specific “recommended actions” identified from the State Strategic Plans to be implemented as “statewide” and/or “replicable” projects by title and number. (See link to State Strategic Plans provided on Page 1.)

For example, if you were identifying a Suicide Prevention activity for “statewide” implementation you would provide the following information under Suicide Prevention/Statewide Project Activities:

- SP 1.5 – Expand the number and capacity of accredited suicide prevention hotlines based in California.
- SP 1.6 – Create statewide consortium of suicide prevention hotlines.

Suicide Prevention:

Statewide Project Activities:

Multi-County Replicable Project Activities:

Stigma and Discrimination Reduction:

Statewide Project Activities:

Multi-County Replicable Project Activities:

Student Mental Health:

Statewide Project Activities:

Multi-County Replicable Project Activities:

Activities identified above **must address all three of the project areas unless a very small county exemption applies** or information is provided below about how activities to be implemented address other project areas.

If activities for all three projects are not identified provide information about how activities to be implemented address more than one project area.

If requesting very small county exemption (county population is less than 100,000) check this line. _____

3. Project Description

Provide a detailed project description for each project to be implemented.
(This narrative should be no longer than one page per project.)

4. Budget Detail by Project

Provide budget information for each project on the PEI Statewide Project Funding Request Budget Forms F, F.1 and F.2 enclosed.

5. Evaluation

a. Statewide Projects

Describe the methodology for evaluation of each statewide project proposed.

b. Replicable Projects

Describe the methodology for evaluation of each statewide project including how information and evaluation findings will be shared and disseminated for possible project replication in other areas of the state.

6. Collaboration

a. Identify other counties involved in collaboration on the project activities identified.

Collaboration on Statewide Projects:

County Names:

Collaboration on Replicable Projects:

County Names:

If collaboration has included shared resources such as joint staffing, joint operations and/or shared infrastructure please describe below.

.

**Enclosure E
PEI STATEWIDE PROJECT FUNDING REQUEST
PHASE II APPROVAL
JPA STATEWIDE PROJECT IMPLEMENTATION
(To Be Submitted by JPA)**

1. Name of JPA:

2. Identify specific “recommended actions” to be implemented as statewide projects by title and number consistent with State Strategic Plans. (See link provided on Page 1.)

For example, if you were identifying a Suicide Prevention activity you would provide the following information:

- SP 1.5 – Expand the number and capacity of accredited suicide prevention hotlines based in California.
- SP 1.6 – Create statewide consortium of suicide prevention hotlines.

Suicide Prevention:

Stigma and Discrimination Reduction:

Student Mental Health:

3. Project Description

Provide a detailed project description for each project to be implemented.
(This description should be no longer than one page per project.)

4. Budget Detail by Project

Provide budget information for each project on the PEI Statewide Project Funding Request Budget Forms F, F.1 and F.2 enclosed.

5. Evaluation

Describe the methodology for a JPA-administered evaluation of each statewide project proposed.

6. Stakeholder Input and Review

- a. Describe the methods to obtain stakeholder input to identify the priority “recommended actions” to be implemented from the State Strategic Plans.
- b. Describe the methods to obtain input and review of the draft Plan/Update from stakeholders and interested parties. (A 30 day review and public comment period is required.)
- c. Describe or attach substantive comments received during the stakeholder review period and responses to those comments. Indicate if none were received.
- d. Describe substantive revisions made to the draft Plan/Update that was circulated to stakeholders. Indicate if no substantive changes were made.

Enclosure G**Matrix of Plan Requirement Documents Associated with Options
for Expenditure of PEI Statewide Project Funds**

Enclosure to be Submitted	Option 1 Statewide Projects Through JPA		Option 2 Statewide or Replicable Projects Through Multi-county Collaboration
	County	JPA	County
A—County Certification (Compliance with MHA Statutes and Regulations)	X		X
A.1. JPA Certification (Compliance with MHA Statutes and Regulations)		X*	
B—Description of Community Program Planning and Local Review Processes	X		X
C-- County Certification – Funds to JPA for Implementation of Statewide Projects	X		
D--Implementation of Statewide Projects or Replicable Projects Through Multi-county Collaboratives			X
E--Phase II Approval- JPA Statewide Project Implementation		X	
F—PEI Statewide Project Funding Request - Budget Form	X	X	X
F.1—PEI Statewide Project Funding Request - Budget Narrative	X	X	X
F.2—PEI Statewide Project Funding Request – Budget Summary		X	X

* The JPA is required to submit plan information required on Enclosure A.1 when they submit the information required on Enclosure E during the Phase II approval process.