

**Ventura County Behavioral Health  
Community Mini-Grant Notification of Availability of Funding  
Questions and Answers**

<b>1</b>	<b>Question:</b>	<b>The information in the Ventura County Behavioral Health (VCBH) Mini-Grant Notification of Availability of Funding (NAF) says that a letter of intent is due on April 4<sup>th</sup>. Some community members (applicants) are reading that deadline to mean that only a letter of intent is due on April 4<sup>th</sup>. It appears that in addition to submitting a notification of intent to apply by April 4<sup>th</sup> that the full application is <i>also</i> due by April 4<sup>th</sup>. Please clarify the requirement.</b>
	<b>Answer:</b>	Before or on April 4, 2023, both a notification of intent to apply and Community Mini-Grant application must be submitted to VCBH, Maryza Seal, VCBH Contracts Manager. This information is located on page 2 of the Community Mini Grants NAF under the Timeline and Intent to Apply sections. Interested applicants must meet both requirements, by the specified due date, in order to be eligible to apply. If you do not submit a notification of intent to apply in advance of the submittal of your Community Mini-Grant application, your application will not be considered.
<b>2</b>	<b>Question:</b>	<b>For eligibility for Community Mini-Grant funding, does the applicant need to be a new Non-Profit organization that has not/is not receiving funding from VCBH? Or can a Non-profit organization that has/is receiving funding from VCBH, be eligible to seek funding for a “new” program that is within the Non-Profit?</b>
	<b>Answer:</b>	The organization submitting an application for Community Mini-Grants funding must be a new provider who is not currently contracted with VCBH/receiving funding from VCBH in any way whether it be through a contract or grant funding that is passed through to the organization. The project or program for which funding is being sought must be for a new project/program, as specified on page 5 of the General Application Requirements section of the Community Mini-Grants NAF.
<b>3</b>	<b>Question:</b>	<b>If we apply to both the community engagement event and time-limited pilot program, is there potential to win both? Does applying for both reduce the chance of winning the other?</b>
	<b>Answer:</b>	As stated in the Who is Eligible to Apply section on page 5 of the Community Mini-Grant NAF, one application per project will be accepted, however, multiple applications within and between each category are allowed per provider applicant. There is the potential to be awarded a grant for different projects. Applying for both grant categories, for different projects, does not reduce the chance of being awarded a grant under each available grant category. Please review the criteria specified in the General Requirements section on page 5 of the Community Mini-Grant NAF that details what criteria the most competitive applications will have.
<b>4</b>	<b>Question:</b>	<b>Can you provide more information on how we should represent the 15% of indirect costs in the application budget? Can you provide a budget example?</b>
	<b>Answer:</b>	Indirect cost is 15% of direct cost. Direct cost includes direct salaries and benefits and direct services and supplies.

<b>SALARIES &amp; BENEFITS</b>			
Salaries		\$ 5,000.00	
	Salaries Sub Total	\$ 5,000.00	
	Benefits	\$ 1,250.00	
	<b>Sub Total Salaries &amp; Benefits</b>	<b>\$ 6,250.00</b>	<b>a</b>
<b>DIRECT OPERATING EXPENSES</b>			
Facility Rental		500.00	
Program Supplies		1000.00	
Office supplies		300.00	
Mileage/Transportation		200.00	
<b>Direct Operating Expense Total</b>		<b>2000.00</b>	<b>b</b>
<b>Total Direct Expenses</b>		<b>\$ 8,250.00</b>	<b>c=a+b</b>
<b>Indirect Costs (up to 15%)</b>	<b>\$8250*15%</b>	<b>\$ 1,237.50</b>	<b>d=c*15%</b>
<b>Total Project Budget</b>		<b>\$ 9,487.50</b>	<b>e=c+d</b>

5	<b>Question:</b>	Regarding the time-limited pilot program. We are a wellness and recovery center, and we have three (3) areas of programming. Within those three (3) programs, we have many activities that exactly match the examples provided in the Community Mini-Grants NAF. Can we apply for general support for all of our activities that are eligible for funding—for a set amount of time? For example, could we apply for funding for our three (3) program areas for a duration of three (3) months, and provide a budget for those three (3) months? Or, do we need to apply for just one (1) program for its specific duration. We are a new organization that has/is not receiving funding from VCBH, and all our programs are new pilots.
	<b>Answer:</b>	Per the Community Mini-Grants NAF General Application Requirements section on page 5, you may only apply for projects/programs that are <b>new</b> . You may not seek funding for or to replace any existing project/program that is within your existing services/operations (Restrictions Section on page 6). You may submit multiple applications for each <b>new</b> project/program, within each category as appropriate, subject to the terms in the Community Mini-Grants NAF and this Question and Answer document.
6	<b>Question:</b>	<b>We are Ventura County School District. Are we eligible to apply for Community Mini-Grant funding?</b>
	<b>Answer:</b>	If your school district receives any funding from VCBH, whether it be regular or pass through grant funding, your school district is not eligible to apply for Community Mini-Grant funding.

This grant opportunity is only for new providers and new projects/programs. Please note, many of our School Districts receive funding for Wellness Center program funding. If your school district is on the list below, it is unfortunately not eligible to apply.

Wellness Center Grant Breakdown		
Grant Name	District	Scho
MHSOAC	Fillmore Unified School District	Fillmore High School
MHSOAC	Moorpark Unified School District	Moorpark High School
MHSOAC	Oxnard Union High School District	Channel Islands High School
MHSOAC	Oxnard Union High School District	Hueneme High School
MHSOAC	Oxnard Union High School District	Oxnard High School
MHSOAC	Oxnard Union High School District	Pacifica High School
MHSOAC	Santa Paula Unified School District	Santa Paula High School
MHSOAC	Ventura Unified School District	Ventura High School
MHSOAC	Ventura Unified School District	Pacific High School
MHSOAC	Ventura Unified School District	Foothill Technology High School
MHSOAC	Ventura Unified School District	Buena High School
VCBH Expansion - PEI	Conejo Valley Unified School District	Colina Middle School and Sequoia M
VCBH Expansion - PEI	Fillmore Unified School District	Fillmore Middle School
VCBH Expansion - PEI	Ojai Unified School District	Matilija Middle School
VCBH Expansion - PEI	Oxnard School District	R.J. Frank Academy, Fremont Acade Academy
VCBH Expansion - PEI	Pleasant Valley School District	Las Colinas Middle School and Mont
VCBH Expansion - PEI	Santa Paula Unified School District	Isbell Middle School
VCBH Expansion - PEI	VCOE	Gateway Community School

7	<b>Question:</b>	<b>The grant application opened on the VCBH as a PDF document. Is there a fillable version of the application?</b>
	<b>Answer:</b>	The application that is on the VCBH website contains a fillable version of the application.
8	<b>Question:</b>	<b>Can a fiscal agent apply on behalf of several organizations and serve as a fiscal agent for several organizations if awarded?</b>
	<b>Answer:</b>	Yes, a fiscal agent may apply on behalf of multiple organizations and serve as a fiscal agent for multiple organizations. However, separate applications must be submitted on behalf of each organization. Also, if multiple organizations for which the fiscal agent is serving as fiscal agent are awarded a grant, separate contracts will be issued with the fiscal agent for the services to keep the services, terms, and funding separate and distinct.
9	<b>Question:</b>	<b>Please explain what the word “Placer” means in this sentence on page 8 of the NAF: “Explain how your idea or approach will build individual empowerment, resiliency, and self-determination for unserved or underserved Placer residents.”</b>
	<b>Answer:</b>	The word “Placer” is a typo and should be replaced with “Ventura.”
10	<b>Question:</b>	<b>Will applications that serve members of the general public be given more or less weight than applications that serve a specific group, such as first responders in Ventura County?</b>

	<b>Answer:</b>	No, applications will not be given any more or less weight.
11	<b>Question:</b>	<b>If our organization has two possible programs, should we prioritize and choose one, or complete two applications? Can we apply for a \$10,000 event grant and \$30,000 program grant?</b>
	<b>Answer:</b>	As stated in the Who is Eligible to Apply section on page 5 of the Community Mini-Grant NAF, one application per project will be accepted, however, multiple applications within and between each category are allowed per provider applicant. There is the potential to be awarded a grant for different projects. Applying for both grant categories, for different projects, does not reduce the chance of being awarded a grant under each available grant category. Please review the criteria specified in the General Requirements section on page 5 of the Community Mini-Grant NAF that details what criteria the most competitive applications will have.
12	<b>Question:</b>	<b>We work on a calendar year fiscal year and VCBH works on a July 1<sup>st</sup> to June 30<sup>th</sup> fiscal year. What would you want us to do with our budget and P&amp;L?</b>
	<b>Answer:</b>	Please provide a budget that follows the County of Ventura fiscal year, July 1 <sup>st</sup> to June 30 <sup>th</sup> . You may provide your financial information for January through December.
13	<b>Question:</b>	<b>Some of our leadership members are out of town between now and when applications are due. Is it acceptable for leadership signatures on the application to be electronic versus a wet/ink signature?</b>
	<b>Answer:</b>	Yes, electronic signatures are acceptable.
14	<b>Question:</b>	<b>When VCBH says, “Explain how your project will involve working with peers who have similar personal experiences around wellness,” is this inquiring how applicants will work with partner organizations (for example, a like-minded wellness nonprofit) to design/plan and implement the project, or more how project participants will work with other participants who have similar wellness experiences once the project is launched?</b>
	<b>Answer:</b>	This statement is looking for applicants to explain how project participants will work with other participants who have similar wellness experiences.
15	<b>Question:</b>	<b>Our fiscal year is January 1<sup>st</sup> through December 31<sup>st</sup>. Is it acceptable to use this timeframe for financial details, such as the 2023 fiscal year organization-wide operating budget?</b>
	<b>Answer:</b>	Applicants may use that timeframe information as a base, however, the Community Mini-Grant project/program timeline and application materials must follow the County of Ventura fiscal year which is July 1 <sup>st</sup> through June 30 <sup>th</sup> .
16	<b>Question:</b>	<b>Is the word count the maximum or minimum number of words that may be provided?</b>
	<b>Answer:</b>	Where a word count is noted in the Community Mini-Grants NAF, it is meant to be the maximum number of words that may be provided in response to a question. VCBH will not read any part of a response that exceeds the maximum number of words allowed or page limits.
17	<b>Question:</b>	<b>Can we put the application inside a folder?</b>

	<b>Answer:</b>	Applications must follow the requirements specified in the Community Mini-Grants NAF, Application Formatting Instructions section, that is located on page 9 and 10 and also be in compliance with the requirements specified in the Submitting Your Proposal section, which is located on page 10. As long as you follow these requirements, you may then place the applications in one folder, individual folders, envelop, box, or other method to contain all the required applications that are being submitted. Please note that in addition to a hard copy application, you are also required to submit <b>an electronic</b> copy, see page 10, Submitting Your Proposal section.
18	<b>Question:</b>	Is there a limit to the number of community engagement events our organization could hold? My understanding is each event is limited to \$10,000 and requests may not exceed \$30,000. Does this mean a series of community outreach events could exceed \$10,000 as a collection of several outreach and service introduction events?
	<b>Answer:</b>	As stated in the Who is Eligible to Apply section on page 5 of the Community Mini-Grants NAF, one application per project will be accepted, however, multiple applications within and between each category are allowed per provider applicant. There is the potential to be awarded a grant for different projects. Applying for both grant categories, for different projects, does not reduce the chance of being awarded a grant under each available grant category. Please review the criteria specified in the General Requirements section on page 5 of the Community Mini-Grants NAF that details what criteria the most competitive applications will have. Each community engagement event project/program is limited to be between the range of \$5,000 to \$10,000. Applicants could potentially receive funding for multiple community engagement event category projects/programs up to a not to exceed amount of \$30,000.
19	<b>Question:</b>	<b>In regard to the Time-Limited Pilot Programs, Section 2.A.iv. on page 4 of the Community Mini-Grants NAF, "Training to provide and lead group discussions/activities among peers." Does the term peers include the family members of those affected by serious mental illness, as described in 2.A. of the Time-Limited Pilot Programs section?</b>
	<b>Answer:</b>	Yes, it does.
20	<b>Question:</b>	<b>Could you please clarify the certificate of insurance requirements for grant applicants?</b>
	<b>Answer:</b>	The type of certificate of insurance requirements are specific to the services (projects/programs) being provided/funded. Based on the examples in the Community Mini-Grants NAF of the types of projects/programs that could potentially be funded, providers would likely need to maintain and provide a certificate of insurance that complies with the following requirements: (1) Commercial General Liability, \$500,000 per Occurrence, \$500,000 Annual Aggregate, including additional insured endorsement naming the County of Ventura and any Special Districts as an additional insured, (2) Workers' Compensation (Statutory), which includes a Waiver of Subrogation. Workers Compensation is not required for a contractor if they are a sole proprietor or partner, (3) Commercial Auto for vehicles used for business purposes, \$1,000,000 each accident, and (4) Professional Liability, in some cases and for professionals that require this type of coverage (licensed health care providers, surveyors, attorneys, architects, engineers, and IT design), \$1,000,000 per occurrence and \$2,000,000 annual aggregate. In certain circumstances, the County may waive insurance requirements that are not applicable.
21	<b>Question:</b>	<b>Is it appropriate to incorporate the cost of interpretation services in our grant application?</b>
	<b>Answer:</b>	Yes, applicants may include the costs of interpretation services in their grant budget applications if these services are needed to deliver the proposed project/program to the

		community. Please list interpretation services costs in their own separate line item in the budget.
<b>22</b>	<b>Question:</b>	For the Community Engagement Events, is an event date of May 6 <sup>th</sup> too close to the announcement of the grant winners?
	<b>Answer:</b>	Per the timeline specified in the Community Mini-Grants NAF on page 2 of the Timeline section, contract service delivery/operations are not expected to begin until May 12, 2023. This is the date that VCBH expects that the contract will be approved by in order for the contract service provider to begin services. This timeline is subject to change, as noted in the Community Mini-Grants NAF, and could extend out further if additional time is needed by VCBH.
<b>23</b>	<b>Question:</b>	<b>For the Time-Limited Pilot Program, are there any priority populations that you would like to see targeted?</b>
	<b>Answer:</b>	Please review the Community Mini-Grants NAF throughout, but particularly the General Application Requirements on pages 5 and 6 and the definitions in Attachment “D” on page 16.