
CBO Internship Application Checklist

Fiscal Year 2020-2021

CBO Minimum Application Criteria:

Eligible community-based organizations must meet all of the following minimum criteria to apply:

- Serve as a **contract provider for Contra Costa Behavioral Health Services (CCBHS).**
- Have and maintain a **contractual relationship with an academic institution.**
- Demonstrate a **strong capacity to provide clinical supervision and internship training.** Most funding should be allocated to provide intern stipends, followed by costs incurred by intern training (i.e. administrative fees, staff time spent directly supervising interns, supplies, training costs, etc.). This program is not intended to be a primary source of funding for staff wages.
- Provide a **complete Request for Application (RFA). Only one original copy with original signatures required this year.**

RFAs will be scored on the following:

- Organizational clarity and ease of locating items and understanding the RFA including page numbers and clearly titled sections that match each area below.
 - A Table of Contents is highly recommended.
- Letter of Interest (LOI).
 - The LOI may be addressed to the WET Internship Review Panel.
 - The LOI should be no more than two pages and include a brief description of the CBO's mission, background of the services provided by the CBO, communities served by the CBO, and express the amount requested, number of interns to be supported and intended use of funding; if awarded.
 - A point of contact for the RFA (name, phone number, email).
- Budget.
 - A one page budget that includes the number of interns to be supported by the funds, the amount per stipend. If there will be different amounts for different intern levels, please list each intern level and amount separately. Ensure to provide clear intern stipend amounts, as stipend amounts awarded shall not exceed more than the amount indicated. If there is a stipend range, depending on intern availability, plan for the highest amount in the range.
 - The associated cost (if any) incurred by the intern training should all be clearly detailed.
- Memorandum of Understanding (MOU).
 - MOU demonstrating current and existing contractual relationship with an academic institution. An example of an intern contract will not be accepted. Please provide one MOU demonstrating current existing contractual relationship.



- Cultural Responsiveness.
 - Demonstrated focus on recruitment of diverse and culturally responsive interns, as well as interns with language capacities to meet the needs of the communities served.
 - Organizations should demonstrate intended recruitment of interns that reflect the communities served along with supporting data; such as the number of people served by the CBO, the specific cultural and/or language need and a narrative of how the integration of culturally responsive services are provided by the CBO.
 - Any supporting data representing intern or workforce demographics shall also be considered.
- Description of the Clinical Internship Program.
 - Goals of the internship program
 - Foundational competencies of the program and actions to achieve each one of these competencies
 - Clinical training curriculum
 - Internship position description
 - Internship orientation and training schedule
- Organization's Internship Policies & Procedures.
 - The staff positions that will have management/supervisory responsibility over the interns with a brief bio on the staff. Please do not include resumes on staff.
 - The intern application
 - The intern interview
 - Intern hiring process
 - Intern program activities and training
 - Expectations of interns
 - Expectations of clinical supervisors
 - Intern termination process
- Letters of Recommendation
 - At least two (2) letters of recommendation, but no more than three from individuals, institutions, or organizations familiar with either your organization's (a) existing internship program; or (b) capacity to develop a strong internship program. Letters may not be provided by a current employee, a current intern, or any person receiving any financial gain from organization.

Organizations Responsibilities if Selected:

- Follow through with CBO Internship Program as outlined in this RFA.
- Maintain an independent contractual relationship with an academic institution.
- Recruit, select, supervise, train, and pay interns.
- Communicate with CCBHS - WET Coordinator as needed or requested.
- Provide an End of the Year Report for the CBO Internship Program outcomes.

