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## **Mental Health Services Act (MHSA) Workforce Education & Training (WET) Community Based Organization (CBO) Internship Program Request for Applications FY 2019-2020**

Contra Costa Behavioral Health Services (CCBHS) invites organizations to apply for the Community Based Organization (CBO) Internship Program, a part of the Mental Health Services Act (MHSA) Workforce Education and Training (WET) component.

The CBO Internship Program funds CBOs that have an existing contract with CCBHS to recruit, train, and supervise intern(s) which reflect the communities and cultures served by the CBO. Funds are designed to provide stipends for graduate-level interns pursuing a degree in a mental health related field. Awards range from \$2,000 to \$32,000 and must be used to provide intern stipends and/or offset costs incurred by intern training. For detailed eligibility criteria, please refer to the *CBO Internship Program-- Application Packet Checklist*.

Interested and eligible CBO applicants should deliver five copies of the complete application packet (one original and four copies) by mail or in person to the address below. Documents must be received by **Friday, July 19th, 2019 no later than 3:00 pm.**

**Mental Health Services Act (MHSA) Office  
Attn: WET Coordinator  
1220 Morello Avenue, Suite 100  
Martinez, CA 94553**

The Evaluation Panel will administer a selection process to determine awardees. The results are scheduled to be announced on **Tuesday, August 13, 2019**. If you have any questions regarding the CBO Internship Program Request for Applications, please contact Genoveva Zesati at (925) 957-2614 or at [Genoveva.Zesati@CCHealth.org](mailto:Genoveva.Zesati@CCHealth.org).

Thank you for your interest!



## **CBO Internship Program-- Application Packet Checklist**

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### 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.**
- 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. staff time spent directly supervising interns, supplies, training costs, etc.). This program is not intended to be a primary source of funding staff wages.
- Provide a **complete Request for Application (RFA) including one original and four copies.**

### RFAs will be scored on the following:

- Organizational clarity and ease of locating items and understanding the RFA.
  - Include page numbers and clearly titled sections. A Table of Contents is recommended, but not required.
  - Organization and order of RFA - pages and sections should be in order listed below.
- Letter of Interest (LOI). The LOI may be addressed to the Evaluation 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).
- A one page budget.
  - The number of interns to be supported by the funds, the amount per stipend. If there will be different amounts for different intern levels of internship, please list each group separately.
  - The associated cost (if any) incurred by the intern training should all be clearly detailed.
  - Request for awards for fiscal the year 2019-2020 may range from \$2,000 to \$32,000.
- Demonstrated focus on recruitment of diverse and culturally responsive interns or interns with other language capacities.
  - Organizations should demonstrate intended recruitment of interns that reflect the communities served by the CBO or interns with language capacity of the communities served.
  - Supporting data of the community served by the CBO and a narrative of the integration of culturally responsive services provided by the CBO.
- 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
- Your organization's internship program policy:
  - 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
- Memorandum of Understanding (MOU) demonstrating current and existing contractual relationship with an academic institution. An example of an intern contract will not be accepted. Please provide at least one MOU, but no more than three MOUs with an academic institution.
- *For CBOs who have received awards for prior fiscal years; please include your Intern Policy and Procedures (P&P) similar to Contra Costa Mental Health Intern Policies and Procedures. This document was provided to your organization for reference when the notification of contract execution was received.*
- Two (2) letters of recommendation 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 contracted staff.**

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 as needed or requested.
- Provide an End of the Year Report for the CBO Internship Program outcomes.