

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE DEPUTY DIRECTOR OF STRATEGIC COMMUNICATIONS
UNDERSERVED CULTURAL COMMUNITIES (UsCC) UNIT
MENTAL HEALTH SERVICES ACT (MHSA)**

**BLACK LGBTQ+ NETWORK
STATEMENT OF WORK**

I. PROGRAM DESCRIPTION

The Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Two-Spirit (LGBTQI2-S) Underserved Cultural Communities (UsCC) subcommittee was established under the Mental Health Services Act (MHSA), with the goals of reducing disparities and increasing mental health access for the LGBTQI2-S community in the County of Los Angeles. This group works closely with community partners and consumers in order to increase the capacity of the public mental health system to develop culturally relevant recovery oriented services, specific to the LGBTQI2-S community, and also to develop capacity building projects.

II. PURPOSE

The purpose of the Black LGBTQ+ Network Project is to identify the needs of Black LGBTQ+ individuals, while educating and empowering this community about the importance of mental health care in an effort to build awareness and connection. This project aims to destigmatize mental health issues among Black LGBTQ+ people by highlighting the diversity of the population and the need for culturally sensitive resources. Additionally, this project has a goal of increasing community member involvement in the LACDMH stakeholder process.

III. OBJECTIVE

A Facilitator will be hired to implement the Black LGBTQ+ Network Project. This project will involve three components. The first will include outreach and engagement of Black LGBTQ+ community members into a Community Advisory Board (CAB). Members of the CAB will develop a survey that will be administered to Black LGBTQ+ people in Los Angeles County to identify the specific mental health concerns experienced by this underserved community and any gaps in service delivery, as well as learn how to best serve this community in a culturally sensitive way. The second component will involve conducting 4 Community Presentations with the purpose of engaging the Black LGBTQ+ community into discussions around mental health, disseminating the Community Survey, and collecting feedback to be incorporated in the White Paper. These Community Presentations will be open to the Black LGBTQ+ community, mental health professionals, and the broader Black and LGBTQ+ communities. The third component will involve the development of a White Paper by the CAB members regarding the mental health needs of the Black LGBTQ+ community and to provide recommendations to LACDMH on how to

engage the Black LGBTQ+ population into services as well as into the MHSA stakeholder process. A white paper is defined as a report or guide that informs readers concisely about a complex issue and presents the issuing body's philosophy on the matter. It is meant to help readers understand an issue, solve a problem, or make a decision.

IV. DELIVERABLES

A. Pre and Post-Test

1. The Facilitator must develop a pre and post-test to be administered during the Community Advisory Board (CAB) to gather information on the level of knowledge gained by the members including basic knowledge of resources available to them, understanding of the specific mental health needs of the Black LGBTQ+ community, experience conducting community outreach, etc.
2. The pre and post-tests must utilize a Likert Scale.
3. The pre and post-tests must be submitted to LACDMH for pre-approval.
4. The Facilitator must submit copies of all completed pre and post-tests to LACDMH.
5. The pre/post surveys must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.

B. Flyer/Promotional Materials for Community Advisory Board (CAB)

1. The Facilitator must develop a flyer and/or other promotional materials to recruit at least 20 Black LGBTQ+ community members for the CAB.
2. Any flyers and/or other promotional materials must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.
3. The flyers and/or other promotional materials including those utilizing social media platforms must be submitted to LACDMH for approval prior to implementation.
 - i. All social media posts must include information on where and how to access mental health services.
 - ii. The LACDMH ACCESS line must be included in every social media post.
 - iii. Facilitator shall be solely liable and responsible for any and all social media posts. Facilitator shall indemnify and hold harmless the County from and against any liabilities and costs arising from, connected with, or related to social media posts as part of this project.
4. The flyers and/or other promotional materials are the property of LACDMH.

C. Participant Recruitment for Community Advisory Board (CAB)

1. The Facilitator must recruit at least 20 Black LGBTQ+ community members to participate in the CAB.

2. The CAB members should be committed to completing the project in its entirety.
3. The CAB members should come from diverse backgrounds (i.e. age, gender identity, etc.).
4. The CAB members must be recruited Countywide, in particular in areas with higher concentrations of Black community members including, but not limited to, Los Angeles County Service Areas 4 and 6.

D. Community Advisory Board (CAB) Logistics

1. The goal of the CAB will be to develop a survey that will be administered to Black LGBTQ+ people in Los Angeles County to identify the specific mental health concerns experienced by this underserved community and any gaps in service delivery, as well as learn how to best serve this community in a culturally competent way. Additionally, the members of the CAB will participate in 4 Community Presentations and develop a White Paper.
2. The CAB will meet twice/month (at least 10 times) throughout the project.
3. The CAB will be coordinated by the Facilitator.
4. The Facilitator will develop an agenda prior to implementation of the CAB that will outline the topics of the CAB meetings.
 - i. Topics on the agenda should include at minimum: the development of the community survey, survey distribution and strategies to maximize community participation in the survey, coordination of the Community Presentations, development of the White Paper, etc.
 - ii. This agenda will be shared with LACDMH for approval prior to implementation of the CAB.
 - iii. The agenda must be relevant to the Black LGBTQ+ population.
 - iv. The agenda must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHS logo.
 - v. The Agenda is the property of LACDMH.
 - vi. The Facilitator will utilize the approved agenda.
5. The Facilitator will administer the pre-test to members at the initiation of the CAB and should administer the post-test to members at the end of the CAB.
6. The Facilitator will provide the CAB members with a 1-time stipend of \$200 upon completion of the Black LGBTQ+ Network Project. The Facilitator will track distribution (including signature of recipient) of these stipends and provide this documentation to LACDMH.
7. The Facilitator must utilize a sign-in sheet to track the attendance of community members at the CAB. The sign-in sheet must include the following information: Date, name of facility, names and email addresses of participants. The Facilitator must submit copies of all sign-in sheets to LACDMH.
8. The Facilitator must coordinate and identify the location where the CAB will take place.

9. The facilities must be centrally located and easily accessible by public transportation.
10. The facilities must have internet access and must accommodate 30 participants.
11. The Facilitator must pay for all the facility fees.

E. Community Survey Development

1. Based on the information gathered during the CAB, the Facilitator and members of the CAB must develop the Community Survey, written at a 6th grade comprehension level, which will be administered to Black LGBTQ+ people living in Los Angeles County.
2. The Community Survey should have at least 10 questions focused on identifying specific mental health concerns experienced by the Black LGBTQ+ community and any gaps in service delivery, as well as recommendations on how best to serve this community in a culturally sensitive way.
3. The Community Survey should also capture demographic data related to age, gender identity, ethnicity, preferred language, relationship status, etc.
4. The Community Survey must utilize a Likert Scale.
5. The Community Survey must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.
6. The Community Survey must be submitted to LACDMH for approval prior to implementation and are the property of LACDMH.
7. The Facilitator must submit copies of all completed Community Surveys to LACDMH.

F. Community Survey Logistics

1. The Facilitator, along with the CAB members, must administer the Community Survey to a minimum 250 Black LGBTQ+ community members living in Los Angeles County.
2. The Community Survey should be distributed via social media, survey hosting sites (i.e. Survey Monkey), in person, at the Black LGBTQ+ Network Community Presentations, etc.
3. The Facilitator, along with the CAB members, will aggregate the data gathered as a result of the Community Survey and include these outcomes in the White Paper and the Final Summary Report.

G. Community Presentations Logistics

1. The Facilitator will conduct 4 Community Presentations with a goal of engaging the Black LGBTQ+ community, as well as the broader Black and LGBTQ+ communities and mental health providers into discussions regarding mental health, as well as to distributing the Community Survey and collecting feedback to be incorporated in the White Paper.
2. The Facilitator must coordinate and identify the locations where the Community Presentations will take place.

3. The Community Presentations must be centrally located and have internet access.
4. The Facilitator must recruit at least 50 attendees to attend each of the Community Presentations.
5. The goal will be for at least 200 unduplicated individuals to attend in total.
6. The Facilitator must pay for all the facility fees.
7. The Facilitator will be responsible for facilitating all the Community Presentations in collaboration with the CAB members.
8. Facilitator must provide copies of any materials for the attendees.
9. Facilitator will provide any accommodations requested by attendees during the registration process including, but not limited to, translation of materials, handicap accessibility at facilities, etc.
10. The Facilitator must utilize a sign-in sheet to track the attendance of the Community Presentations. The sign-in sheet must include the following information: Date, name of facility, name of participants, and participants' email addresses. The Facilitator must submit copies of all sign-in sheets to LACDMH.
11. The Facilitator will administer the Community Survey to attendees at the end of each presentation.
12. The Facilitator will develop an agenda prior to implementation of the Community Presentations that will outline the topics planned for the Community Presentations and be used to facilitate the discussions.
 - i. This agenda will be developed and provided to LACDMH for approval prior to implementation of the Community Presentations.
 - ii. The agenda must be relevant to the Black LGBTQ+ population.
 - iii. The agenda must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.
 - iv. The Agenda is the property of LACDMH.
 - v. The Facilitator will utilize the approved agenda.

H. Development of the White Paper

1. During the Black LGBTQ+ Network Community Advisory Board (CAB) and throughout this project, the CAB members will work together to develop a White Paper regarding the mental health needs of the Black LGBTQ+ community and to provide recommendations to LACDMH on how to engage the Black LGBTQ+ population into services as well as into the MHSA stakeholder process.
2. The Facilitator will support the CAB members in their development of the White Paper and will provide assistance with regards to formatting, as well as provide examples of other White Papers.

I. Final Summary Report.

1. The report must also include:
 - i. Strengths and barriers of all elements of the Black LGBTQ+ Network Project, including the Community Advisory Board, the

- Community Survey, the Community Presentations, and the development of the White Paper.
- ii. A summary of the overall results/findings.
- iii. A summary of the pre and post-tests, which must include data outcomes utilizing a match pair analysis.
- iv. A summary of the Community Surveys.
- v. Feedback, including personal statements, from the Community Advisory Board members who participated.
- vi. Feedback from the community members who attended the Community Presentations.
- vii. Feedback received regarding the White Paper.
- viii. A copy of the White Paper.

J. The Facilitator Must Possess the Following Skills:

1. The Facilitator must be a licensed mental health professional in good standing with the LGBTQI2-S community and the Black community, and with at least 3 years of experience in providing mental health services to this population.
 - i. If the Facilitator is not a licensed mental health professional, they should subcontract with someone who is to provide general oversight of all aspects of implementation. The Facilitator shall provide LACDMH with copies of the licensed provider's resume/biography and this person must be approved by LACDMH prior to implementation of the Black LGBTQ+ Network project.
 - ii. If the Facilitator subcontracts with a licensed mental health professional, the Facilitator will provide LACDMH with a copy of any IRS requirements for hiring subcontractors including Tax Identification Number and Workers Compensation Insurance.
2. The Facilitator must have at least 2 years of experience working with LACDMH Directly Operated mental health facilities and/or legal entities.
3. The Facilitator must have at least 2-3 years of experience in facilitating workshops related to the Black and the LGBTQI2-S population.
4. The Facilitator must have experience in conducting culturally appropriate mental health projects for at least 3 years.
5. The Facilitator must provide 3 signed letters of reference from an agency/organization where he/she hosted trainings.
6. The Facilitator must sign and comply with the following Health Insurance Portability and Accountability Forms ("HIPAA") if applicable:
 - i. Exhibit 1 – Protection of Electronic County PI, PHI and MI
 - ii. Exhibit 2 – Protection of Electronic County PI, PHI and MI Data Encryption
 - iii. Exhibit 3 – Information Security and Privacy Requirements
 - iv. Exhibit 4 – LACDMH Proposer's Compliance with Encryption Requirements Exhibit
 - v. Exhibit 5 – Agreement for Acceptable Use and Confidentiality of County Information Technology Resources

- vi. Exhibit 6 – Confidentiality Oath (Non-LACDMH Workforce Members)
- vii. Exhibit 7 – Business Associate Agreement Under The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

V. DMH RESPONSIBILITIES

- A. Responsibilities of DMH will include, but are not limited to:
 - 1. Oversight of Facilitator’s activities to ensure compliance with agreement terms and conditions.
 - 2. Provide a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo to Facilitator.
 - 3. Provide a copy of the LACDMH Provider Directory to Facilitator.
 - 4. Review/approve as appropriate all payments of invoices.
 - 5. Review monthly reports due with monthly invoices.

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**BLACK LGBTQ+ NETWORK
FEE SCHEDULE**

I. DISBURSEMENT SCHEDULE

For the services described in Section IV Deliverables, DMH shall pay Facilitator a total of \$55,000 for services rendered. Payment to Facilitator for the following services shall be based on monthly invoices from Facilitator to DMH as described below. No payment shall be made without prior approval of a designated DMH representative. The DMH representative shall review the invoice and project report to determine whether Facilitator is in substantial compliance with the terms and conditions stated. The County of Los Angeles will work with Facilitator to determine appropriate format for outcomes reporting.

Delivery Window	Deliverables	Cost
Months 1-2	<ul style="list-style-type: none"> - Create pre and post-test utilizing Likert Scale - Develop flyer and/or other promotional materials for Community Advisory Board - Participant recruitment for Community Advisory Board (20 Black LGBTQ+ community members) - Create agendas for Community Advisory Board meetings - Coordination of securing the facilities to host the Community Advisory Board 	
Months 3-6	<ul style="list-style-type: none"> - Conduct Community Advisory Board meetings - Develop and distribute Community Survey - Begin development of White Paper - Participant recruitment for Community Presentations (4 Community Presentations in total, 50 attendees at each) - Coordination of securing the facilities to host the Community Presentations - Conduct 2 Community Presentations 	

Months 7-9	<ul style="list-style-type: none"> - Conduct Community Advisory Board meetings - Conduct 2 Community Presentations - Complete distribution of Community Survey - Stipends for participants of Community Advisory Board (\$200 for each participant, \$4000 total) - Aggregate data from Community Surveys 	
Month 10	<ul style="list-style-type: none"> - Completion of White Paper - Final Summary Report including pre and post-test results 	
TOTAL COST		

II. SUBMISSION AND CERTIFICATION OF INVOICES

Facilitator must submit to DMH monthly invoices, billable services not to extend beyond the 10-month period. Each invoice must be submitted within thirty (30) days of the last date the invoiced services were provided. The Facilitator must certify that invoices are for services and costs eligible under the terms and conditions for reimbursement.

Facilitator must submit invoices to:

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
ACCOUNTS PAYABLE SECTION
550 SOUTH VERMONT AVENUE, 8TH FLOOR
LOS ANGELES, CALIFORNIA 90020**

III. PAYMENT PROCEDURES

Upon receipt of invoices from Facilitator, DMH shall make payment to Facilitator within thirty (30) days of the date the invoice was approved for payment. If any portion of the invoice is disputed by DMH, DMH shall reimburse Facilitator for the undisputed services contained on the invoice and work diligently with Facilitator to resolve the disputed portion of the claim in a timely manner.