

LOS ANGELES COUNTY - DEPARTMENT OF MENTAL HEALTH STRATEGIC COMMUNICATIONS DIVISION

Underserved Cultural Communities (UsCC) Capacity Building Projects

Overview

The UsCC subcommittees were established under the Mental Health Services Act (MHSA) for the purpose of increasing mental health access and reducing disparities for the UsCC communities that reside in the Los Angeles County. The UsCC subcommittees work closely with community partners and consumers in order to increase the capacity of the public mental health system to develop culturally competent recovery oriented policies and services specific to the UsCC communities. To address capacity building needs and priorities, each of the subcommittees has been allotted funding to focus on capacity building projects to serve their underrepresented ethnic/cultural groups.

The UsCC Capacity Building Projects provide a unique opportunity to draw on the collective wisdom and experience of community members to determine the greatest needs and priorities related to mental health in their communities. The goals of the UsCC Capacity Building Projects include increasing knowledge about mental illness, increasing access to mental health resources and decreasing stigma related to mental illness in the targeted UsCC community. These projects are not intended for the delivery of mental health services or to train mental health staff. Instead, these projects are to increase access to care by unserved, underserved and inappropriately served populations who are uninsured, uninsurable across age groups (children, transitional aged youth (TAY), adult, and older adult) consistent with the language and cultural needs and demographics of communities. The UsCC capacity building projects should be community-based, include culturally effective outreach, engagement, and education and respond to historical, geographic disparities and barriers to services.

Capacity Building Project Proposals can be submitted to a UsCC subcommittee for consideration by individuals (consumers, families, community members, etc.) or organizations (community based organizations, non-mental health provider, mental health provider, etc.). In order to be considered, a formal proposal application will need to be submitted to the UsCC subcommittee or the DMH Liaison. The proposals are selected via a participatory and consensus-based approach by each UsCC subcommittee and aim to be implemented within the fiscal year.

Mission

To remove barriers to accessing mental health services through the use of novel, creative, culturally and linguistically appropriate, non-traditional mental health outreach and engagement projects which target unserved, underserved and inappropriately served populations and demographics.

UsCC Capacity Building Project Process

Step 1: Discussion/Brainstorming in UsCC meetings

- Ideas for potential capacity building projects are openly discussed at official UsCC subcommittee meetings.
- Every UsCC subcommittee member has the right to offer suggestions and ideas.

- Additional meetings can be held to discuss potential projects (without LACDMH UsCC Liaison) but the ideas and intended outcomes of these projects must be brought back to the official UsCC meetings and placed on the agenda for further discussion.

Step 2: Voting

- Once all ideas have been discussed, the UsCC subcommittee will vote on which projects to implement.
- Voting guidelines include the following:
 - In order to be able to vote, an individual must have attended (in person or by phone) at least 50% of the UsCC subcommittee meetings (held monthly on average) in the previous nine months.
 - A UsCC subcommittee member must commit to one year of service to the UsCC subcommittee when accepting voting privileges.
 - A UsCC subcommittee member has the opportunity to participate in decision-making processes and related efforts to accomplish subcommittee goals, including voting on pending decisions and actions.
 - Voting can occur either in person during a UsCC subcommittee meeting, via email, or via Survey Monkey.
 - When voting on projects will occur at a UsCC subcommittee meeting, all voting members will be informed prior to the meetings via email by the UsCC Liaison.
 - On the day of the UsCC meeting, each member will have an opportunity to cast a vote (in person, via conference call, or via email)
 - It is the member's responsibility to make themselves available on the day of the vote or they relinquish the opportunity to vote.

Step 3: Proposal development and submission

- For the project ideas that have been approved by the UsCC subcommittee, a UsCC Capacity Building Project Proposal (form attached) must be completed.
- The UsCC Capacity Building Project Proposal must be submitted to the UsCC Co-Chairs and the LACDMH UsCC Liaison.
- Once a proposal application has been submitted to LACDMH, the proposal(s) is then the property of LACDMH and LACDMH has 100% administrative oversight.

Step 4: Proposal Evaluation

- Each proposal will be evaluated by LACDMH to ensure it meets the needs of the Department.

Step 5: Vendors

- Vendors can be individuals (consumers, families, community members, etc.) **or** organizations (community based organizations, non-mental health provider, mental health provider, etc.).
- Interested bidders will register as vendors with Los Angeles County Internal Services Department (ISD) Vendor Relations at <http://camisvr.co.la.ca.us/webven/> (see attachment)

Step 6: Administrative Process

- Capacity Building Project Proposals are defined as community driven ideas, which LACDMH develops into a capacity building program.
- The approved UsCC Capacity Building Project Proposal(s) will be converted into a Statement of Work (SOW) by LACDMH.
- In order to avoid any conflict of interest, LACDMH will develop the SOW internally, while keeping in mind all Procurement and ISD policies.
- At this point, LACDMH has the right to make changes or adjustments to the proposal in order to align it with LACDMH's strategic efforts and goals of reducing mental health disparities amongst underserved cultural communities.

Step 7: Bidding Process

- Once the SOW development has been completed and approved by DMH administration, no further changes in the scope of the project will be accepted.
- A reference quote will be obtained by LACDMH, which will be submitted with the approved SOW for processing.
- LACDMH Procurement and ISD will process the SOW.
- ISD will release SOW for bidding. The bidding period is approximately 30 days.
- For more information on the ISD bidding protocol and process, please go to the following website: <http://camisvr.co.la.ca.us/webven/>
- When the bid is released, all registered vendors will be informed electronically that the project is open for bidding by ISD Vendor Relations with instructions on how to submit a bid. Professional references will be required by ISD.
- LACDMH cannot be consulted during the bidding period.
- ISD will review all bids and inform the awardee.

Step 8: Implementation Process

- Once the project is awarded, LACDMH Procurement will process a Purchase Order number (PO#) for the Vendor.
- LACDMH will meet with Vendor to review expectations regarding deliverables and invoices.
- The Vendor will implement the project for the specified duration and meet all deliverable due dates.
- The Vendor will provide updates on the project on a quarterly basis at the UsCC subcommittee for the duration of the project.
- LACDMH will make regular site visits with Vendor to monitor project progress for the duration of the project.

UsCC Capacity Building Project Proposal Instructions

Below are instructions for each of the sections in the UsCC Capacity Building Project (CBP) Proposal. Interested individuals should complete this application in order for their proposal to be considered. Please complete each section of the proposal with as much detail as possible.

- 1. Specify UsCC subcommittee**
- 2. Specify Fiscal Year (e.g. July 1, 2020 - June 30, 2021)**

3. Project Name**4. Project Description**

- Explain how this project meets the mission of the UsCC Capacity Building Projects.

5. Project Purpose

- Explain why this project is needed and what community capacity building needs (outreach, engagement, education, stigma reduction, cultural awareness, etc.) in the UsCC community it will be addressing.
- Describe the plan(s) to achieve the project goals by this project.

6. Project Objective

- List and describe the activities that will be completed to achieve the goal of this project.
- Describe what will be achieved or the anticipated outcome as a result of this project.

7. Project Justification

- Specify if there is a specific target population within the UsCC community (ethnicity, age, gender, geographic location, etc.) for this project's goal(s).
- Provide any data that supports the goals of the project if possible.

8. Cultural Outcomes

- Describe the potential impact of this project on the UsCC community.

9. Signatures

- Proposer acknowledges Disclaimer by signing & dating proposal.
- UsCC Co-chairs will sign and date proposal upon receipt.
- LACDMH staff will sign and date proposal upon receipt.

Please note: Do not include a budget with the proposal.

Submission of a proposal application does not guarantee approval of the project by the UsCC subcommittee or LACDMH.