



School-Based Wellness Center Application Training Guide

September 13, 2013

VHF website: <https://valleyhealthfoundation.org/communitygrants>

You will need to create a free Submittable account to submit an application. Please create only one account per school district.

- Information required to sign up
 - Email address
 - Password
 - First name
 - Last name

You can save a draft of your work if you would like to finish filling out the form at a later date.

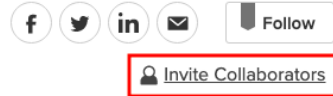
- To return to a Saved Draft
 - Login to your Submittable account.
 - Click on Submissions.
 - Click on the Saved Drafts tab.
 - Locate the name of the school district and title for your draft.
 - Click the Continue button, next to the draft title.
 - You'll be taken back to your saved draft, which you can then continue to fill out.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
- Once your application is submitted, you will receive an email indicating the successful delivery of your application.
- **Questions?**
 - Check out the [Submitter Resource Center](#) or contact [Submittable Customer Support](#)



Collaborating on the application

Submittable now lets organizations choose if they want to allow their submitters to work on submissions together. If organizations allow this, you will see an option to Invite Collaborators:

Bioengineering Grant - Phase 1



The Charles F. Munch Bioengineering grant was established in 2011 to support new and emerging bioengineering research.

Click on Invite Collaborators. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite.

Invite Collaborators

Add team member email addresses below to collaborate with each other in real-time. Team members will receive a link and have access to the form until you complete your submission. As the owner, only you will be able to submit.

Add a collaborator email...

Cancel

Invite

Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable.



Ben B invited you to collaborate on a submission to Collaborative Application for Form Changes at New Initial Forms Test Account.

GET STARTED

For more information, [please read this article](#).

After you've sent invitations, you can click on the Invite Collaborators link again to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a Pending indication. There will be a trash icon next to each person's name so that the Submission Owner can remove anyone they no longer want collaborating on the submission.

The Submission Owner is always the person who has sent invitations, and will be the **only user who can submit the application** after it is completed by the group.

Questions? [Collaboration - Submittable Help Center](#)

How to fill out the School-Based Wellness Center **District** Application

IMPORTANT: Only public school districts located within Santa Clara County are eligible to apply.

Submission name

- Please fill in your submission name as follows: {District name} Wellness Grant 2023
 - Ex. Milpitas Unified Wellness Grant 2023

Cover Letter

- The Cover Letter (1 page) must be on district letterhead and must include:
 - Naming convention (as listed above)
 - Brief summary of the proposed projects and the impact it will have on the student body.
 - Include the names of the schools you are applying for.
 - Amount of grant funding requested.
 - Signed and dated by District Superintendent or other authorized signatory.

Name of School District

- Choose your district name from the dropdown menu.

School District site address

- Provide the address of where the main offices are located for your district.

School District Designee

- This is the main point of contact. This is the person who created the Submittable account and will be in charge of inviting others to collaborate, submitting the application, and communicating with VHF through Submittable.

Facilities Manager (if applicable)

- Fill in this information **only** if you have a facilities manager and have construction in any of your school projects.

Superintendent

- Fill in information regarding the district Superintendent.

EIN

- Enter your EIN number

Unique Identifier Number (SAM.gov)

- Enter your UEI number from SAM.gov

Evaluation Criteria

- Project Narrative: Describe the needs the School-Based Wellness Center Grant

funding will address if awarded.

- Identify strategies to promote the wellness center(s) to your school district's communities.
 - Describe your plan to utilize student peer to peer interactions.
 - Summarize the type and frequency of support which will address behavioral health needs, including but not limited to substance use, behavioral health, etc.
 - Share any data points from your current school district climate survey(s) related to wellness and how this information will be utilized to create a positive impact on your student population.
 - Identify plans to utilize student, parent, and community input into wellness center design and operations.
- Describe the district's plan to strengthen prevention, intervention, and referral services through wellness center hubs using a Multi-Tiered Systems of Supports model (MTSS).
- Using the Specific, Measurable, Attainable, Relevant, Time-Bound, Inclusive, and Equitable (SMARTIE) model, describe 3-5 district goals for the proposed student wellness center. Listed goals will be rated on quality of goals, not quantity.
- (Multiple choice) Identify current or planned service billing processes and/or procedures as they relate to your wellness center proposal. Select all that apply.
- Project Budget
 - Project Budget Proposal
 - School Districts must submit a detailed overall project budget that reflects the total of project costs for all Individual Schools the district is applying for. Include the aggregate costs for successful project implementation. Submit the overall project budget in both Excel and pdf formats. The project budget may include, but is not limited to:
 - Direct Project Staffing Costs, including payroll tax. Provide listing of each staff position, % FTE, and hourly rate.
 - Benefits costs including fringe benefits.
 - Direct Project Costs, including professional service contractors, supplies, equipment, furniture, training, etc.
 - Indirect Costs - Indicate percentage. Indirect costs are defined as the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting. Indirect Costs that exceed the federal 10% de minimis, must provide a cost allocation plan or a federally approved Negotiated Rate. For more detail, see 2 CFR 200.414.
 - Provide detail for any contracted services, including name of contractor, type of service, contract amount, and percentage to overall budget.
 - Funding may be used for reasonable staffing costs associated with project implementation (e.g., Project Manager).

- Project Budget Narrative
 - Provide a 2-page maximum Budget Narrative to accompany the submitted Project Budget. School Districts shall submit an overall Project Budget Narrative and one for each Individual School application. In sufficient detail, describe the proposed use of the grant funds. Describe how the grant funds will assist the district and the identified schools in the delivery of effective behavioral health services. If the project total is greater than the requested grant amount, list the other sources and indicate the status as committed or pending.
- Project Co-Investment
 - Describe any co-investment by the School District in the overall School District Project Budget. This can include, but is not limited to, in-kind contributions, volunteer hours, general funds, Title I funds, other grant funds, etc.
 - Optional: Upload project co-investment detail
- (Choose one) Identify the strategy below which represents your district regarding billing readiness.
- (Choose one) Does your school district currently contract with Santa Clara County Behavioral Health Services, School Linked Services for the 2023-2024 school year?
- (Yes/No) Does your school district complete school climate surveys?
 - If Yes, (choose one) California Healthy Kids, Panorama, Project Cornerstone Youth Asset, Other
- DEI statement
 - Provide your adopted policy or statement on diversity, racial equity, and inclusion (DEI).

How to fill out the School-Based Wellness Center **School** Application

Submission name

- {District name}-{School name} Wellness Grant
 - Use the above referenced title to put in your submission name i.e., Santa Cruz-Harbor High Wellness Grant.

School District

- Choose your school district from the dropdown menu.

School name

- Use the dropdown menu to choose the school name.
- If you do not see your school name listed, fill in the name below.

Charter School

- If you are a charter school, you will need to upload a letter of support from the oversight school district.

School site address

- Fill out information about where the school is located.

School grades - REMINDER: Elementary schools (K-5) are not eligible for this grant program

- Choose the option that best represents the school

What are you applying for?

- Choose what you will be applying for. Please note that you cannot choose a new wellness center and enhance an existing wellness center together. Infrastructure can be chosen in conjunction with a new wellness center or an existing wellness center.
 - New wellness center
 - Staffing, contracted services, and/or materials.
 - Enhancements for existing wellness center
 - Additional staffing, additional contracted services, and/or additional materials
 - If you choose enhancements to existing wellness centers, you will need to put in what support programs you currently offer.
 - Wellness center infrastructure
 - Facility improvements, construction, and/or equipment to support a wellness center, e.g., furniture, iPads for telehealth appointments, building a private therapy room, etc.

Funding amount requested

New Wellness Centers

- Maximum \$180,000 annually per new wellness center for each of two years.
- Recommended period of funding is two years.

Enhancements for Existing Wellness Centers

- Maximum \$75,000 per existing wellness center for each of two years.
- Enhancement funding must not supplant existing funding for behavioral health services.
- Recommended period of funding is two years.

Wellness Center Infrastructure Funding

- Maximum \$75,000 per wellness center allocated one time per wellness center, during year 1 or year 2.
- New or existing wellness centers may apply for these funds.
- Recommended funding period is either one year or over two years, but maximum funding of \$75,000 would only be allocated once per wellness center.

Years for funding

- Choose Year 1, Year 2, or both
 - Recommended funding for new wellness centers and enhancing existing wellness centers is 2 years.

Subcontractor

- If you plan to use a subcontractor and already have a vendor identified, you will be required to outline specific roles and responsibilities of subcontractors and upload letters of support for identified subcontractors.
- If you plan to use a subcontractor and have not identified a vendor, upon award of grant funds, you will be required to upload letters of support for subcontractors.

Evaluation Criteria

- Project Narrative: Describe the school's need and how this funding will contribute to the district's goals for enhancing student wellness.
 - Response should include what high-risk populations are prevalent at this school and how the wellness center will be used to support these students.
- (Single choice) Identify the project readiness to begin services as soon as funding is received.
- Identify the project timeline and milestones for proposed use of funds.
 - Provide a realistic timeline based on the proposed uses of the funds. Provide project milestones within the contract term based on the funding category to ensure timely project implementation and expenditure of grant funds.
- Identify the current or planned responsible staff to oversee the project.
 - Describe the school's capacity to accomplish the work, including management and staffing that will ensure that the project moves forward and is implemented during the contract term. Identify who will

track and analyze data to report measurable outcomes and fund usage on a quarterly basis.

- Describe in sufficient detail your school's plan for wellness center sustainability after the funding sunsets October 2026.
 - Identify any funding sources - committed, pledged or projected - to aid in sustainability. Describe other resources, such as parent involvement, School Linked Services, Children Youth Behavioral Health Initiative (CYBHI) School Linked Fee Schedule, or after-school programs, that will strengthen long-term sustainability.
- What is the short-term impact (within the term of funding) on this school upon receiving grant funds?
- What is the long-term impact (after the term of the funding) on this school after utilizing the grant funds?
- Project Budget
 - Project Budget Proposal
 - Schools must submit a detailed Project Budget that reflects the costs for the proposed school project. Submit the Project Budget in both Excel and pdf formats. The Project Budget may include, but is not limited to:
 - Direct Project Staffing Costs, including payroll tax. Provide listing of each staff position, % FTE, and hourly rate.
 - Benefits costs including fringe benefits.
 - Direct Project Costs, including professional service contractors, supplies, equipment, furniture, training, etc.
 - Indirect Costs - Indicate percentage. Indirect costs are defined as the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting. Indirect Costs that exceed the federal 10% de minimis must provide a cost allocation plan or a federally approved Negotiated Rate. For more detail, see 2 CFR 200.414.
 - Provide detail for any contracted services, including name of contractor, type of service, contract amount, and percentage to overall budget.
 - Funding may be used for reasonable staffing costs associated with project implementation (e.g., Project Manager).
 - Project Budget Narrative
 - Provide a 2-page maximum Project Budget Narrative to accompany the submitted Project Budget. In sufficient detail, describe the proposed use of the grant funds. Describe how the grant funds will assist the school in the delivery of effective behavioral health services. If the project total is greater than the

requested grant amount, list the other sources and indicate the status as committed or pending.

Title 1 School

- (Yes/No) Is the proposed project located at a 2023-2024 Title 1 school?

Qualified Census Tract (QCT)

- How to find out if you are located in a QCT:
 - Find out if you are located in or serve QCTs [HERE](#)
 - Enter the address and click **Go**
 - Then under **Map Options** please select:
 - Select **Color QCT Qualified Tracts** under Map Options
 - Select **Show Tracts Outline** under Map Options
- (Yes/No) Is the school located in a QCT?

Moderate to High-Risk Zip Codes

- (Single Choice) Is the school located in a moderate to high risk zip code?
 - High-risk: Per SCC MHSA Prevention and Early Intervention zip code doc, defined as 4.00 and above.
 - High-risk zip codes: 94085, 95002, 95020, 95037, 95046, 95050, 95110, 95111, 95112, 95113, 95116, 95117, 95118, 95119, 95121, 95122, 95123, 95125, 95126, 95127, 95128, 95133, 95136
 - Moderate risk: Per SCC MHSA Prevention and Early Intervention zip code doc, defined as 3.00 to 4.00.
 - Moderate risk zip codes: 94086, 94089, 95008, 95032, 95035, 95051, 95130, 95131, 95132, 95134, 95138, 95139, 95140, 95148

Santa Clara County Supervisorial District

- To enter your address and find your supervisorial district, please click [here](#)
- Use the dropdown menu to choose your district