



June 23, 2023

*THIS LETTER SENT VIA EMAIL*

Maryza Seal, BHBH Program Contact  
Ventura County Behavioral Health Department  
1911 Williams Drive, Suite #200  
Oxnard, California 93036  
maryza.seal@ventura.org

Re: Behavioral Health Bridge Housing (BHBH) RFA 1: County Behavioral Health Agencies – Grant Application

Dear Maryza Seal:

The California Department of Health Care Services (DHCS) is pleased to announce that Ventura County has been selected to receive a conditional award for the Behavioral Health Bridge Housing (BHBH) Program. Ventura County has received a conditional award of \$13,325,088.

BHBH Program conditional awardees are permitted to commence work or invoice for BHBH Program project-specific expenses incurred back to the date of this conditional award letter, provided the expenses align with the project identified in the Ventura County application and final executed contract, and dated documentation is available to verify project expenses. This award will be finalized, and the project funding will become available upon final execution of your BHBH Program contract with Advocates for Human Potential, Inc. (AHP), the Administrative Entity for the BHBH Program. Attachment A lists the steps needed to complete your final award and contract.

In order to finalize this award, you may need to make revisions to components of the Ventura County BHBH Program proposal as described in the submitted application. Attachment B provides a summary of the specific clarifications or updated documents necessary for the contracting process.

An Informational Kickoff Webinar will be held Friday, June 30, 2023, from 10:00 a.m. to 11:00 a.m. PT and will include the following topics: program requirements, budget, service details, accessing the grantee portal, and beginning the contracting process. Please [register here](#). The session will be recorded.

Congratulations! We look forward to continuing to work with you on this important program.

Sincerely,

DocuSigned by:  
  
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Marlies Perez, Division Chief  
Community Services Division  
Department of Health Care Services

## **ATTACHMENT A: BHBH PROGRAM POST-NOTICE OF AWARD: NEXT STEPS**

### **What to expect: Steps for moving from Notice of Award to contracting**

**Step 1:** Complete the [NOA survey](#). All applicants are required to fill out a brief survey to provide information that is required to enroll in the grantee portal and begin the contracting process. (Please complete the survey no later than June 30, 2023.) After completing the NOA survey, you will receive an email with instructions on how to log in to the BHBH Program portal.

**Step 2:** [Register](#) for and attend the BHBH Program **Kickoff Meeting** on June 30, 2023, from 10:00 a.m. to 11:00 a.m.

**Step 3:** Submit required budget and service information updates and any additional proposal clarifications as indicated in Attachment B within fourteen (14) days of receipt of this letter. AHP is available to assist and may reach out to you to schedule a consultation. You can also email any questions to AHP at [BHBHinfo@ahpnet.com](mailto:BHBHinfo@ahpnet.com).

**Step 4:** Access the following documents through the BHBH Program portal:

- Statement of Work (SOW): A draft will be available in your portal within fourteen (14) days of DHCS approval of the budget, service data, and other clarified information. Review and approval of the SOW will be requested within seven (7) days of receipt.
- Contract template: A draft contract template will be available for you to view in the portal.
- BHBH Program Plan template: The BHBH Program Plan template will be available for you to download in the portal.

**Step 5:** Upon SOW approval, AHP will populate the contract template and send it to the authorized signatory for execution through DocuSign. Please note that the Request for Applications ([RFA](#)) stipulates that contracts must be executed within sixty (60) days of receipt of the contract from AHP.

**Step 6:** AHP will countersign and execute the subcontract.

## **ATTACHMENT B: BHBH PROGRAM MODIFICATION REQUIREMENTS**

**Date:** June 23, 2023

**County Name:** Ventura County

### **Revisions and Clarifications**

The Behavioral Health Bridge Housing (BHBH) Program requires all sections of the grant application to be in accordance with BHBH Program guidelines. The list below identifies areas of the application that require clarification and/or modifications to move ahead with the contracting process.

- Minor clarifications and corrections on the budget and narrative are required. Please correct and resubmit the budget, paying specific attention to the following issue(s). AHP will work with all counties to include their identified total funding designation in their program budget.
  - Review budget, bed-nights, and other service numbers for completeness and accuracy.
  - Address inconsistencies between the budget and budget narrative or a lack of sufficient details.
  - The budget narrative requires more clarity and details.
- Confirm that all Auxiliary Funding in Assisted Living is for licensed facilities.
- The timeline requires additional details and milestones. This may be corrected in the BHBH Program Plan.

The RFA and budget template are available on the [website](#) for your reference. Please send updated budget and service details, budget narrative, and written responses for all clarifications requested to [BHBHinfo@ahpnet.com](mailto:BHBHinfo@ahpnet.com) within **fourteen (14) days of receipt of this letter**.

Please note additional clarifications and/or modifications may be needed to create an approved BHBH Program Plan.

### **Consultation**

- **Consultation Required.** AHP will reach out to schedule a consultation to review the necessary modifications and clarifications.

If you have any questions, please email AHP at [BHBHinfo@ahpnet.com](mailto:BHBHinfo@ahpnet.com) and a member of the team will be happy to assist you.