

Mental Health First Aid Training for the Community

Considerations for Notice of Funding Availability

Notice of Funding Availability for Mental Health First Aid Training for the Community

Description: This document will serve as the public funding announcement and should be consistent with the requirements per [2 CFR 200.204](#)

Program Title: Mental Health First Aid Training for the Community

Assistance Listing: Assistance Listing Program Title is Coronavirus State and Local Fiscal Recovery Funds, and Assistance Listing Number is 21.027

Key Dates: Cost allowability period January 1, 2025 – September 30, 2026; opening date of 10/1/2024, closing date of applications 10/14/2024 at 5pm CST

Availability Period: 10 days

Funding Availability: \$75,000.00 total. Each organization may apply for between \$30,000.00 and \$75,000.00

Program Description:

Mental health is a critical aspect of overall well-being, and ensuring that individuals are equipped to recognize and address mental health crises is increasingly essential. In Kane County, Illinois, mental health issues such as anxiety, depression, substance abuse, and suicide are prevalent, mirroring trends seen across the state and the nation. Mental Health First Aid (MHFA) training has emerged as an effective tool to empower community members to identify, understand, and respond to signs of mental illness and substance use disorders in their communities and is overseen by The National Council for Mental Wellbeing.

To address this challenge, the Kane County Health Department proposes an initiative that is aimed at training individuals within the community in Mental Health First Aid in order to be aware of when someone is having a mental health crisis and how to properly respond.

The Kane County Health Department (KCHD) is seeking proposals from qualified individual or organizations to provide Mental Health First Aid (MHFA) training to residents and stakeholders in Kane County. The purpose of this initiative is to increase community awareness, early intervention, and support for individuals experiencing mental health challenges, with an emphasis on recognizing signs and symptoms of mental illness and substance use disorders. The selected individual or organization will conduct MHFA trainings, equipping participants with the skills needed to assist someone experiencing a mental health or substance use-related crisis.

1. **Training Delivery:**
 - a. Provide National Council for Mental Wellbeing Mental Health First Aid USA training to a variety of community members, including first responders, educators, healthcare professionals, law enforcement, and general public.
 - b. Trainings should be offered both in-person and virtually, depending on participant needs and public health considerations.
2. **Target Audience:**
 - a. The training must be inclusive of diverse audiences with varying educational backgrounds.
 - b. Focus areas include but are not limited to: schools, workplaces, religious institutions, healthcare facilities, and social service organizations.
3. **Reporting and Evaluation:**
 - a. The organization must track the number of participants trained and submit regular progress reports to KCHD.
 - b. Post-training evaluations must be conducted to assess the impact of the training on participants' knowledge, attitudes, and confidence in providing mental health first aid.

This program is limited to a minimum possible award amount of \$30,000.00 and a maximum award amount of \$75,000.00 for eligible expenses as detailed in the table in the table below. Kane County will determine what the grant amount of each organization is. All awards under this program shall be issued as grants and shall be disbursed to grantees on a reimbursement basis. Grantees will be expected to enter into a funding agreement with the County of Kane and shall be required to present appropriate documentation in order to substantiate their request(s) for reimbursement. All awarded grant funds must be spent before 9/30/2026. Documentation to request reimbursement should be submitted by 10/31/26. Any organization needing an extension for grant fund expenditure must submit such request to the Kane County American Rescue Plan Program Manager in writing forty-five (45) days prior to the 10/31/26 deadline. Any request for extension must be approved by the Kane County Board prior to the end of the funding agreement's period of performance.

Eligibility Criteria:

Organizations must meet the following criteria:

1. The applicant must be a certified MHFA trainer or organization (or indicate when they will become certified) with a proven track record of delivering MHFA or similar mental health education programs.
2. The provider should demonstrate the ability to work with diverse populations, including low-income groups, minorities, and individuals with limited access to mental health services.
3. The provider must be capable of facilitating both in-person and virtual trainings to accommodate varying community needs.
4. Must have incurred eligible expenses during this time: 1/1/25 – 9/30/26.

This evaluation criteria and rating system assess proposals on their organization background, proposed approach, staff qualifications, and the combined budget and timeline to effectively serve Kane County.

Eligible Expenses

Expense Type	Description	Detailed Description
Programmatic Expenses	Expenses related to the operation of behavioral health programs.	This may include costs associated with the operation of the programs that the County has approved grant funding for.
Operational Expenses	Expenses related to the operation of organizations	This may include non-C- suite payroll, contracted labor such as staffing agencies, and goods and services required for operation.
Rent/Mortgage	Rent/mortgage payments for the physical place of business, limited to unpaid rent/mortgage	Rent and mortgage payments at locations where your organization is serving Kane County clients. This may include, rent, lease, and mortgage payments. Acquisition of real property is not allowed.

Application Preparation & Submission:

Applications must be submitted via email to Tina Koral, Health Promotions Manager, Kane County Health Department at: koraltina@kanecountyil.gov. Please include “Mental Health First Aid Training” in the email subject line. Late submissions will not be considered.

For questions or more information, please contact Tina Koral at: koraltina@kanecountyil.gov.

Interested organizations must submit the following:

1. Organizational Background:

- a. A detailed description of the organization’s experience in providing mental health-related training, including any certifications held and examples of past trainings conducted.

2. Proposed Approach:

- a. A description of how your organization will deliver MHFA training, including a proposed training schedule, format (in-person/virtual), and method of participant recruitment.
- b. Explanation of how the training will be customized for the Kane County community.

3. Assignment of Staff:

- a. Bios of key individuals who will be involved in the training, including their qualifications and experience in mental health or related fields.

4. Budget and Timeline:

- a. A detailed budget proposal, including all costs associated with the training, such as instructional time, materials, administrative support, and travel (if applicable).
- b. A proposed timeline for the completion of the training, including milestones and deadlines.

Evaluation Criteria:

The County will evaluate applications to determine if the applicants meet the eligibility requirements. Awards will be made at the County's discretion based on the evaluation criteria.

Award amounts will be evaluated based on need demonstrated by budget information submitted as part of the application. Applications must be complete to be considered. Award amounts are subject to funding availability.

The County will consider the following evaluation criteria for applications.

1. Organizational Background (20 points)

- 20: Extensive Experience (5+ years), multiple certifications, and demonstrated success with examples of past trainings.
- 15: Good experience (3-5 years), at least one certification, with some evidence of past success.
- 10: Moderate experience (1-3 years), certifications in progress or limited examples of past trainings.
- 5: Limited experience (under 1 year), minimal evidence of past work.
- 0: no relevant experience or evidence of past trainings

2. Proposed Approach (30 points)

- 30: A training schedule, training format, participation recruitment strategy and community relevance were addressed, clear and feasible.
- 15: A training schedule, training format, participation recruitment strategy and community relevance were partially addressed, minimally clear and/or minimally feasible.
- 0: A training schedule, training format, participation recruitment strategy and community relevance were not addressed, not clear and/or not feasible.

2. Assignment of Staff (20 points)

- 20: All key staff members are highly qualified with extensive experience in mental health- related training.
- 15: Most staff members are well- qualified with relevant experience
- 10: Adequate qualifications, but some staff members may lack direct experience in mental health training.
- 5: Limited qualifications or few staff members with relevant experience.
- 0: No qualified staff members identified.

3. Budget and Timeline (30 Points)

- 30: Budget is highly detailed, reasonable, and cost-effective with a clear, achievable timeline including specific milestones.
- 20: Detailed budget with minor gaps, generally cost-effective, timeline is feasible with a few minor concerns.
- 15: Budget is provided but lacks some detail or appears slightly unreasonable, timeline is somewhat unclear or unrealistic.
- 10: Budget is incomplete or lacks rational, timeline is vague or unrealistic.
- 0: No budget or timeline provided.

Total Possible Points: 100

Appeals: If your application is deemed ineligible, an appeal may be submitted to the Kane County ARP Program Manager within three (3) calendar days of notification to KaneARPA@co.kane.il.us. Appeals must be on organizational letterhead and signed by an authorized representative of the applicant. Information should include a description of how your organization meets the eligibility requirements and any supporting documentation you deem relevant. Awarded amounts are considered final and the County will not consider appeals requests for awarded amounts.